Job Description

Title of post	Cleaner
Salary	Grade A/B point 2 (FTE £22,366) **Actual salary: £19,646**
Hours of work	37 hours per week term time only plus 2 weeks. Monday to Friday 10:00am – 6:00pm
Line manager and responsible for reviews	Facilities Manager/Business Manager/Headteacher

Professional Responsibilities for all Associate Staff:

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training.

Overall Responsibility

To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users

Main Duties / Responsibilities

Operational

To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the school's requirements. Duties will include (but not exhaustive):

- General dusting of furniture, fixings and fittings
- Dust control mopping/sweeping of floors
- Vacuuming floors
- Cleaning and polishing floors using electrical buffing machine, carpet shampooer
- Damp/wet mopping of floors
- Polishing furniture, cleaning internal glass
- Cleaning of sanitary fittings and toilet areas
- To use cleaning materials as instructed
- Specialist cleaning (e.g. stripping & sealing of floors)
- Emptying of waste paper bins
- Wiping surfaces, fixtures and fittings & paintwork
- Store cleaning equipment and products safely and securely
- To fulfil the necessary administrative tasks associated with the responsibilities of the post.

Safeguarding

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Health & Safety

- To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- To perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.