

Eggbuckland Community College Academy Trust

JOB DESCRIPTION

Job Title: Cleaner

Grade: Grade A

Hours: 12.5 hours per week, (Monday to Friday, 3.15pm to 5.45pm), 41 weeks per annum (38 term time weeks, 1 week non-pupil days, 2 weeks summer clean undertaken in August)

Responsible to: Cleaning Supervisor

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the Trust. This job description will be reviewed at least every two years. In all its activities the Trust follows a policy of continuous improvement.

The main duties of the post are as follows. In all its activities, the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

The post-holder will:

1. Undertake an Enhanced DBS (criminal records check) prior to commencing employment and be responsible for promoting and safeguarding the welfare of young people s/he is responsible for, or comes into contact with.
2. Work as part of a team providing an efficient cleaning service for all parts of the Trust according to the cleaning specification and to instructions, individually or as part of a team, carrying out any cleaning duties that are necessary to meet the required standards (e.g hygiene clean, prestige clean, sanitary clean, standard clean) within a designated area.
3. Assist in the moving of furniture and moveable fittings.
4. Refill toilet paper holders and dispensers (soap and hand gel), and deal with other consumables as required.
5. Carry out external cleaning duties (e.g. window cleaning, sweeping, litter picking, emptying bins).
6. Report immediately any premises defects or vandalism or graffiti to the Cleaning Supervisor, Facilities Manager or Duty Caretaker.
7. Report immediately any health and safety problems to Cleaning Supervisor, Facilities Manager/Caretaker or to any senior member of the Trust staff; observe all health and safety requirements during cleaning operations with regard to process and materials; wear the uniform provided, including identity badge.

8. Report any defects in cleaning equipment (e.g. damaged cables, cracked plugs) immediately to the Cleaning Supervisor or Facilities Manager/Duty Caretaker.
9. Take part in training where necessary and instructed.
10. Be courteous towards the staff, students and visitors of/to the Trust and support the ethos of the Trust in carrying out his/her duties to the best of his/her abilities.
11. Undertake such other duties as may be necessary of a similar level or nature.