

JOB DESCRIPTION	
Job Title	Academy Cleaner
Salary Scale	Grade 1
Hours of Work	Term Time plus 4weeks Hours as agreed by Site Manager
Responsible to	Site Manager
Special Conditions	1. Holidays to be taken during school holidays 2. Overtime is to be authorised by the Director of Finance & Operations

VISION AND PURPOSE

In providing a first class cleaning service to the Academy, this is a key post which requires dedication and a highly efficient and responsible approach. Duties may include working in all types of rooms, including classrooms, offices, laboratories, technology rooms, specialist subject rooms, showers, halls, corridors, workshops and toilets.

This post therefore calls for the ability to work on one's own and as part of the wider cleaning team community. To use judgment and to be able to prioritise is essential in order to meet deadlines, carrying out all tasks and functions with discretion and confidentiality at all times. This post will require considerable flexibility in working hours and styles and a willingness to undertake training to meet the varying demands of the role. As an employee of the Academy it is essential that the post holder has a manner which inspires confidence whilst being approachable at all times.

ACCOUNTABLE FOR

- To be responsible for cleaning certain parts of the Academy site as allocated by the Site Manager (this will vary from time to time).
- To use cleaning materials as instructed by the Site Manager.
- To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers.
- Duties to include the following:
 - Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment.
 - Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.
 - Restocking facilities e.g. soap, paper towels. Report when stocks are low.
 - Store all equipment and chemicals used in the appropriate manner.
 - Undertake specialised cleaning programmes during the school closures or other designated periods.
 - Work to ensure and maintain safety and security of the building and those within it.
 - Escalate any safety issues to the site manager.
 - Work to expected standards and complete work within required timescales.
 - Checking and closing windows, switching off lights after work

- Such other duties as may be allocated from time to time
 - All defects/hazards must be immediately reported to the Site Manager/Site Team or Director of Finance & Operations.
- Attend training sessions and meetings appropriate to the role, when requested by the Principal, Director of Finance & Operations or Site Manager.
 - To keep up to date with the Academy's procedures for Safeguarding and Child Protection, reporting any concerns to the Designated Safeguarding Lead (DSL).
 - To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

PERFORMANCE MANAGEMENT

All employees will participate in the Academy's arrangements for performance management, professional development and any arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

Signature	
Print Name	
Date	