

**Cleaner**

**Job Description**

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| **Pay Scale/Grade:** | £9.00 per hour |
| **Hours:** | 3.30-6.30pm Monday to Friday (15 hours per week) 52 weeks per year with holiday entitlement. |
| **Reports to:** | Site Manager |
| **Responsible for:** | Cleaning within the Academy and Nursery in accordance with procedures using a variety of methods including machinery/chemicals and adhering to safety regulations. |
| **Liaison with:** | Academy and Nursery Staff, Headteacher, Senior Leadership Team, Children, Parents/Carers |

**Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested where required.**

**Purpose:**

1 To provide a high standard of cleaning and hygiene within the Academy and Nursery;

2 To work cohesively with the Site Manager to ensure frequency of cleaning is maintained

in line with agreed daily schedule;

**Major Tasks, Duties and Responsibilities**

1 To carry out cleaning in all and any areas of the Academy and Nursery;

2 Frequency of cleaning to be undertaken as directed by Site Manager and in accordance

with agreed daily routine;

3 Assisting with locking and unlocking Academy/Nursery buildings and rooms;

1. To carry out as necessary the replacement of hand towels, renewing supply of toilet rolls and replacement of bin liners;
2. To notify the Site Manager as cleaning products run low and complete an order form to replenish stocks;
3. To undertake training in the correct use of cleaning equipment and chemicals such as vacuums/floor cleaners;
4. To assist as necessary with the cleaning up after break-in or vandalism at the school;
5. In emergency situations to assist with clearing of snow and ice from paths and entrances;
6. To notify the Site manager or other Senior member of staff of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff;
7. All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others;
8. To respect the confidentiality of information received;
9. To be aware of the high profile of the Academy and Nursery and to uphold its standards at all times;
10. To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

**OTHER REQUIREMENTS:**

* To attend and participate in staff meetings as required
* To participate in training and performance management as required.
* To have an up – to – date DBS

**These duties may be varied to meet the changing demands of the Academy and Nursery at the reasonable direction of the Headteacher and Nursery Manager. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.**