



Cleaner

Job Description

Salary scale:	Scale 3 – SCP 11
Working Hours:	15 hours per week
Job purpose:	Under the direction and instruction of the Senior Site Supervisor and Cleaning Supervisor, to undertake the cleaning within the Academy premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.
Responsible to:	Senior Site Supervisor / Cleaning Supervisor
Managing:	None

Key Responsibilities

Cleaning

- Cleaning during the day and afternoon including closure cleaning
- Sweeping, vacuum cleaning and mopping of floors
- Emptying litter bins
- Responding to urgent cleaning requests throughout the academy day as directed by the Senior Site Supervisor / Cleaning Supervisor
- Polishing and dusting of surfaces and fixtures and fittings
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables throughout the academy day.
- Using appropriate powered equipment e.g. floor buffer
- To notify line management or other senior members of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff.
- To inform the Cleaning Supervisor / Site Supervisors of matters requiring attention e.g. light bulb replacement, blocked toilets etc.
- To inform the Cleaning Supervisor when there is low stock of cleaning materials and other disposables etc.
- To undertake training in the correct use of cleaning equipment as appropriate
- To assist in the covering of cleaning patches for colleagues absent from work
- Additional cleaning for one-off occasions i.e. open evenings, visits etc.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.
- To participate in the School's appraisal scheme where appropriate.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Personal qualities for all staff

To support the academy and your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.