

# Beacon Hill Academy

## Cleaner - Job Description



**JOB TITLE:** Cleaner

**GRADE:** TLW

**RESPONSIBLE TO:** Site Manager

**KEY LIAISON WITH:** Lead Cleaner

**JOB PURPOSE:** To participate in the provision and maintenance of an effective and efficient cleaning service in specified areas of the school's premises. Routine duties may vary between term and non-term time.

### Key Corporate Accountabilities

To actively promote the Academy's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the Academy's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc., the Academy's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Principal, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives/targets.

To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.

### Main Responsibilities

- Emptying bins and removing waste to a designated area, mopping, sweeping, spray cleaning, machine scrubbing and drying, buffing, suction cleaning, wall washing, window cleaning, dusting, damp wiping, washing, polishing, sanitary appliance cleaning.

- Specialist cleaning tasks which may include carpet cleaning, upholstery cleaning, removal of stains, chewing gum and graffiti, etc., stripping and dressing/sealing floors, descaling sanitary appliances.
- Operating/using domestic and industrial cleaning equipment and materials.
- Keeping equipment and storage areas in a clean and safe condition.
- Replenishing hygiene requisites as appropriate.
- Informing senior staff or other designated person of faults, damage and vandalism or any issue that may restrict the cleaning process.
- Securing/closing internal doors and windows as appropriate.

### **Supervision/Management of People**

The post holder will assist in the familiarisation of duties to other colleagues.

### **Creativity and Innovation**

The post holder will work within established routines or under the direction of the Caretaker.

### **Contacts and Relationships**

The post holder may have contact with teaching and non-teaching staff, when receiving instructions, seeking advice or reporting and whilst cleaning when staff are occupying classrooms, offices, etc. However, as the work is undertaken outside of classroom hours, there will be little contact with pupils.

### **Decisions**

The post holder works to a clearly defined routine. Advice on any non-routine issues is available at all times from the Headteacher/Deputies or School Caretaker.

The post holder's work is regularly monitored by the Caretaker.

## **Resources**

The post holder has the responsibility for ensuring they have the resources to complete their work. They are also responsible for the routine cleaning of equipment and the reporting of required repair work.

## **Work Environment**

**Work Demands** - Work tasks normally remain the same but are subject to seasonal changes or emergency responses as directed by the Caretaker, e.g. summer break deep cleaning and in the event of any internal damage such as flooding.

**Physical Demands** - The post requires walking, bending, stretching, lifting as required to fulfil the cleaning tasks described.

**Working Conditions** - The majority of work is undertaken indoors except for the carrying of rubbish to disposal point. Some exposure to disagreeable conditions when toilet cleaning for example.

**Work Context** - Work involves little contact with pupils. The post holder does however apply various cleaning chemicals in accordance with Health & Safety requirements.

## **Knowledge and Skills**

The post holder will be able to use an industrial wet and dry vacuum cleaner as well as regular cleaners and polishers. The post holder will also need to have basic awareness of Health & Safety issues as applicable to the range of duties. Training in these skills will be provided as part of a general induction programme.

## **General**

**Job Evaluation** - This job description has been set out in such a way as to allow for job evaluation.

**Other Duties** - The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake additional duties from time to time. Any such duties should not however substantially change the general character of the post.

**Equal Opportunities** - The post holder must carry out his/her duties with full regard to the Academy's Equal Opportunities policy

**Health and Safety** - The post holder must carry out his/her duties with full regard to the Departments Health and Safety Procedures.

**Any other duties reasonably expected to be undertaken by a post holder at this level.**