

Marish Academy Trust Job Description

Contractual Details				
Post Title:	Cleaner			
Responsible to:	Cleaning Supervisor			
Contract type:	Permanent ✓	Fixed Term	Full time	Part time ✓
Salary:	NJC02			
Contractual Hours:	5 days per week; Term Time plus inset (10 hours per week); 3:30pm-5:30pm term time; Plus 50 hours during school holidays. Working schedule approximately 10 days across academic consisting of 5 hours per day (schedule as derived by cleaning supervisor)			
Line Management Responsibilities	None			

Job purpose
To establish and maintain a high standard of cleanliness within classrooms, corridors, offices, toilets. This will require duties such as vacuuming, dusting and cleaning of washroom areas, tables, chairs etc.

Post Holder's Responsibilities	
Key Skills	<p>The main duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> • Carry out the cleaning of the interior of the school to agreed standards under the direction of the Cleaning Supervisor. • Clean floors and rooms. including mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor. • Cleans restrooms, including restocking dispensers, emptying bins, cleaning and sanitising fixtures, cleaning mirrors, sweeping and mopping tile floors, and cleaning toilets and urinals. • Assist in moving furniture e.g. desks and chairs. • To check all equipment prior to work being carried out. • Undertake annual deep cleaning activities as instructed by the Cleaning Supervisor. • Report low stock levels of supplies to Cleaning Supervisor • Maintain confidentiality. • Able to maintain an orderly and safe working environment. • Awareness of health and safety and understanding of manual handling guidance. • Able to operate cleaning equipment safely. • undertake reasonable duties appropriate to the post as directed by your line manager
Health & Safety Management	<ul style="list-style-type: none"> • Ensure the health and safety of colleagues and young people • Comply with Control of Substances Hazardous to Health (COSHH) regulations.
Other	<ul style="list-style-type: none"> • Able to develop knowledge and experience of the appropriate use of cleaning materials and equipment • Attend and participate in regular meetings, fulfil responsibilities as specified above. • To attend and participate in planned and informal CPD training sessions.

	<ul style="list-style-type: none"> • To ensure that the school leadership is immediately informed of any issues relating to child protection that they discover or are worried about. • To apply all policies, procedures and practices including safeguarding procedures relating to your duties. • Keep your line manager informed of any shortcomings or difficulties with carrying out any of your duties/responsibilities.
<p>This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Executive Headteacher may, from time to time, deem appropriate and necessary.</p>	