



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cleaner</b>
<b>Grade:</b>	National Living Wage - £8.21 per hour
<b>Hours:</b>	9.5 hours per week, All Year round
<b>Job Location:</b>	Monument Centre, Barnwell Academy
<b>Responsible to:</b>	Business Manager / Headteacher

**Duties are outlined below and relate to the management of staff and activities**

### **Purpose of Job:**

- To promote the aims of Barnwell Academy
- To carry out general cleaning duties

### **Principal Responsibilities**

- To carry out general cleaning of day care and other designated areas as directed

### **Main Duties**

- To report to the relevant line manager any damages/vandalism noted or repairs that are required on a daily basis e.g. broken light fittings
- To report any faults in relation to equipment to the relevant line manager on a daily basis
- Operating mechanical cleaning equipment
- Collecting and removing refuse as directed by appropriate line manager
- Ensure the safe use of cleaning chemicals and their storage. Ensure that strict control is observed in materials used and dilution ratios
- Ensure that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety



- To attend and participate in training courses and meetings as required
- To undertake any other duties as may be required, as commensurate with the level of the post

**The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.**

**The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by Barnwell Academy**

**The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Barnwell Academy's records and information.**

**The post holder must carry out their duties with full regard to Barnwell Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other policies.**

**The postholder must comply with Barnwell Academy's Health and Safety rules and regulations and with Health and Safety legislation.**

Mrs A Emmerson (Headteacher)

July 2019