

## Northern Education Trust – Job Description

<b>Job Title:</b>	Cleaner		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Site Supervisor	<b>Salary Range:</b>	NJC 1
<b>Service responsibility:</b>		<b>Salary:</b>	£17,364 (FTE, Salary to be pro rata)
<b>Additional:</b>		<b>Term:</b>	Various Hours

### JOB PURPOSE

- Under the direct instruction of the Site Supervisor and working to set procedures and guidelines, to ensure that designated areas of the academy are kept clean, hygienic and safe to create a suitable environment for staff and students.

### JOB SUMMARY

1. Wiping down surfaces to the required standards
2. Vacuuming carpeted areas to the required standards
3. Dusting surfaces to the required standards
4. Sweeping hard surfaces to the required standards
5. Emptying bins to the required standards
6. Cleaning toilets, basins and sinks to the required standards
7. Mop and bucket floor areas, and buff floors
8. Remove graffiti and chewing gum
9. Remove litter

### Materials & Supplies

1. Notify Site Manager where stocks are low
2. Ensure correct materials are used, awareness of COSHH as it applies to the academy

### Health & Safety

1. Follow agreed risk assessment when moving furniture etc to clean
2. Ensuring cleaning materials are safely stored, and are not accessible to students
3. Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
4. Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)
5. Follow Health & Safety guidelines (i.e. use of mops/cloths & cleaning products etc.)
6. Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times

### Other

1. Participate in training and other learning activities as required

2. Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

**General**

1. To participate in wider academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....