

## WOODHAM ACADEMY

### JOB DESCRIPTION –Cleaner

**Grade:** Cleaner

**Hours:** Duties may vary between term and closure periods

**Job Purpose:** To clean designated areas of the school in accordance with cleaning specifications and to ensure these are kept in a clean and hygienic condition, on a daily, weekly, monthly basis

**Responsible to:** Cleaning Supervisor, Business Manager

### MAIN DUTIES & RESPONSIBILITIES

- To form a team of cleaners responsible for the fabric of the school. Whilst there will be a division of labour it is expected that each team member will be prepared to discharge the duties of other colleagues as and when it is deemed necessary by the Head teacher, Line Manager or the on-site Supervisor.
- Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas.
- Cleaning of public areas, corridors etc., children's and staff toilets.
- Emptying of litter bins. Polishing and dusting of fixtures and fittings
- Where appropriate use of powered equipment.
- To keep appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.
- To follow all Health and Safety codes, Health and Hygiene code/practices in relation to cleaning e.g. C.O.S.H.H., siting of wet floor cones etc. The Supervisor will have a copy of the school's Health and Safety document for your use.
- To report faulty equipment, machinery to the on-site Supervisor.
- To undertake such other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions.

Woodham Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post is subject to enhanced disclosure, the successful applicant will be subject to relevant vetting checks before an offer of appointment is made.

Signed ..... Date.....