

The Edge Academy

Cleaner

Job Description

1. Job Purpose

- 1.1 To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it
- 1.2 To help maintain the fabric of school building
- 1.3 To maintain cleanliness in order to prevent any health risk from occurring in schools

2. Key Responsibilities

- 2.1 To clean a specified area of the school to the required standard as instructed by the Site Manager
- 2.2 Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- 2.3 Cleaning inside windows up to a specified height
- 2.4 Sweeping and vacuuming floors
- 2.5 Polishing and dusting surfaces and furniture
- 2.6 Cleaning toilets and shower areas
- 2.7 Use cleaning materials as appropriate, and according to their instructions for use
- 2.8 To empty bins and remove rubbish from the premises
- 2.9 To report any damages to school property or other relevant matters to the Site Manager
- 2.10 To use power cleaning equipment as directed
- 2.11 To undertake relevant Non Routine cleaning as instructed by the Site Manager
- 2.12 To undertake any relevant training as required
- 2.13 To comply with the requirements of the health and safety at work regulations
- 2.14 To take reasonable care for the Health and Safety of themselves and for others

- 2.15 To co-operate with the employer in ensuring that health and safety responsibilities are carried out
- 2.16 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.17 To ensure all tasks are carried out with due regard to Health and Safety
- 2.18 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.19 To adhere to the ethos of the school
 - 2.19.1 To promote the agreed vision and aims of the school
 - 2.19.2 To set an example of personal integrity and professionalism
 - 2.19.3 Attendance at appropriate staff meetings and parents evenings

3. Supervision Received

Supervising Officer's Job Title: Site Manager

3.1 Level of supervision:

Left to work within establishment guidelines subject to scrutiny by supervisor

4. Special Conditions

4.1 None

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Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	N/A	AF/C
Experience Relevant work and other experience	Relevant experience of cleaning	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/ I
Training	N/A	
Other	N/A	

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
