

**A community of inspiration, excellence and opportunities for all to grow**

<b>JOB DESCRIPTION</b>			
Job Title	Cleaner	Job reference	SS13
Post Holder		Reports to	Site Manager
Grade	Band A	Hours/week	15 hours
		Weeks/year	39 weeks term time including inset days plus 1 week during school holidays

**Job outcome**

The Academy will be well presented every day, and routine cleaning will be consistently carried out to a high standard throughout the site.

**Duties and responsibilities**

- 1) Cleaners are required to undertake the following duties as directed by the cleaner in charge using the prescribed methods and frequencies.
  - a) To empty waste bins or similar receptacles, transporting waste material to designated collection points.
  - b) To sweep and mop floors.
  - c) To suction clean carpeted areas and 'spot' clean carpets.
  - d) To use electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
  - e) To use electrically powered pick-up machines.
  - f) To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces if cupboards, radiators, shelves and fittings.
  - g) To clean toilets, urinals, hand basins and sinks, baths, showers and drinking fountain (if fitted).
  - h) To use chemical agents as directed by the supervisor in discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training).
  - i) To undertake wall washing and inside window pane cleaning.
  - j) Cleaners employed in food technology areas are required to clean cookers and work surfaces (to include exterior and interior surfaces including shelves).
- 2) To understand and observe the policies and procedures of the Academy.
- 3) To carry out any other duties as directed by the Site Manager or Cleaner in Charge.

**This is an outline job profile to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.**

**The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with**

**the post holder, this profile may be reviewed and could be subject to change during the course of employment.**

**The employer for all positions with Shirebrook Academy is Aston Community Education Trust.**