

**Job Title:** Cleaner

**Reporting to:** Site Manager

**Grade:** I

### **Overall Purpose of the Post**

To ensure the interior of the academy is clean and tidy.

### **Main Duties and Responsibilities**

- To remove litter from any internal areas of the building.
- Hovering corridors, class rooms and stairs at appropriate times.
- Removal of chewing gum from all corridors and stairs.
- Full clean of toilets at appropriate time of day.
- Inspection and tidy of student toilets after break and after lunch (where relevant).
- Cleaning and upkeep of all corridors, walls and skirting boards.
- Cleaning of Window ledges and internal glazing in corridors and on stairs.
- Additional cleaning of rooms during holiday periods.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.