



Job Description

Location – King's Academy Meadow Vale

Job Title - Cleaner

Reporting to: School Business Manager

This role has no line management or budget responsibility

Main Job Purpose

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

Responsibilities/duties/activities

Key duties:

1. Undertake cleaning of allocated areas in line with specified standards and as directed
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training
3. Store allocated equipment and materials safely and securely
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
5. Handle cleaning materials in line with COSHH regulations
6. Collect and dispose of waste
7. Refill and replace soap, towels and other consumables.
8. Such other duties as may from time to time be necessary, compatible with the nature of the post.

Individuals in this role may also:

1. Undertake specialised cleaning programmes during school closures or other designated periods.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Person Specification

Experience, Skills & Knowledge

- Essential

Basic general education – numerate and literate

Ability to undertake operate cleaning equipment

Knowledge of policies and procedures for health and safety.

Good verbal communication skills

A friendly and supportive attitude towards students, staff, and other members of the school and wider community

Commitment to safeguarding and confidentiality

Flexible approach to work and committed team-player

Reliability, good time keeping and able to work with initiative

Enthusiasm for education and working in a school community

Physically able to use cleaning equipment and move furniture.

Suitability to work with children.