

**Job Title:** Cleaner

**Reporting to:** Cleaner in Charge

**Grade:** 3

**Accountable for:** None

### **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.
- Cleaning / hoovering 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.
- 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.
- To comply with the Academy's Child Safeguarding Procedures, including liaison with the 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 (within competence and experience) as requested, in accordance with the changing needs of the Academy.

### **Special Features**

- 12.5 hours per week, 3pm to 5.30pm, Monday to Friday

### **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.