

Job Title:	Cleaner
Reporting to:	Site Manager
Grade:	Grade C (SCP 10) 15 hours per week, term time only plus 8 days

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
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- To comply with the Academy's Child Safeguarding Procedures, including liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns
- To comply with the academy's policies and procedures at all times
- To act as Fire Warden and/or First Aider as directed by the Principal
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

Personal Contacts

External: Contractors and suppliers,

Internal: Students, staff, Governors, parents and any other visitors to the Academy.

Safeguarding

- The Academy is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All post in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure

will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.