



Freebrough  
Academy

# Job Description Cleaner

<b>Responsible to:</b>	Cleaning Supervisor
<b>Job purpose:</b>	To ensure that designated areas of the Academy are kept clean, hygienic and safe to create a suitable and positive learning environment for staff, students and visitors
<b>Arrangement</b>	Term Time Only
<b>Grade</b>	Scale point 6

## Duties and Responsibilities

- Wiping down surfaces to the required standard
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas and buff floors
- Use of step ladders to clean a height of 11 feet

## Materials and Supplies:

- Notify supervisor when stock are low
- Ensure correct materials are being used, awareness of COSHH as it applies to schools

## Health and Safety:

- Follow up agreed risk assessment when moving furniture etc to clean
- Ensuring cleaning materials are safely stored and are not accessible to students
- Ensuring that cleaning materials are kept in safe and in appropriate containers that are clearly labelled
- Alerting appropriate staff of potential Health & Safety risks encountered during duties, eg trailing wires, worn carpets etc

## General:

- Being aware of and complying with all Academy policies and procedures
- Undertaking a performance management annual review with the Cleaning Supervisor
- Identifying own training needs and participating in training and performance development as required

**In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.**

**To undertake any other duties appropriate to the grade of the post.**

**Job descriptions are subject to annual review.**