

## Job Description

<b>POST:</b>	Cleaner
<b>GRADE:</b>	A
<b>REPORTING TO:</b>	Estates Manager
<b>HOURS:</b>	20 hours a week term time plus 6 weeks. Currently the working hours are between 3.30pm – 7.30pm Monday to Friday during term time and at pre planned times during the school holidays.

### 1. PURPOSE AND SCOPE

- To assist in the effective delivery of the cleaning service across the school premises in support of the professional delivery of the curriculum.

### 2. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

- To have responsibility for cleaning a specified area of the school and to clean to the standards set down in the cleaning schedule to include replenishing sanitary material as necessary.
- To exercise a degree of flexibility within the programme of work to take into account after school meetings, sports or other events.
- To report any defects, damage, lost property or shortage of cleaning materials to the Site Support officers in a prompt manner.
- To assist in maintain the security and efficiency of the buildings by securing windows and switching off lights as necessary.
- To attend any training required by the school and to work within the limits and requirements of that training.
- Undertake any additional cleaning duties as directed by the Estates Manager.
- To set a personal example with regards to Health and Safety in accordance with Clarion Academy Trust Policies.
- Set a personal example in terms of quality, behaviour, punctuality and attendance.
- Report defects to buildings and furniture to the Site Support Officers in a timely fashion.
- Ensure the effective and economical use of equipment and materials.
- Actively support the equality, diversity and inclusion policies of Clarion Academy Trust.

*This job specification is not an exhaustive definition of the post. It is subject to modification and amendment and may include other duties related to the post.*