

**JOB TITLE:** Cleaner

**LOCATION:** Walsgrave Academy

**DEPARTMENT:** Estates

**GRADE:** 1.1

---

**OVERVIEW OF JOB ROLE:**

Working as part of a team, undertake the cleaning of IET premises, facilities and assets as directed, to ensure they are kept in a clean and hygienic condition.

---

**LINE MANAGEMENT / RESPONSIBILITY:**

**REPORTS TO:** Site Services Officer, Senior Premises Manager or Estates Manager

**RESPONSIBLE FOR:** N/A

---

**SPECIAL CONDITIONS:**

Prepared to work mornings and evenings as required and at all other times in case of emergency

---

**MAIN ACTIVITIES:**

1. Cleaning of premises (including toilets, classrooms, offices, etc.), transport assets, furnishings and equipment to include vacuuming, deep cleaning, sweeping, washing, polishing, dusting and emptying of litter bins together with the operation of powered equipment where necessary to ensure that recognised standards are maintained.
2. Provide cleaning of all accessible floors, internal windows, walls, partitions, ceilings, fixtures and fittings and moving furniture and equipment to assist cleaning as directed by the Site Services Officer, Senior Premises Manager or Estates Manager.
3. The collection and disposal of rubbish and debris from the buildings into the appropriate waste receptacle. The replenishment of materials in toilet and amenity blocks required to maintain the necessary standard of hygiene.
4. Use cleaning materials economically and accept responsibility for cleaning equipment and ensuring its safe usage and storage, and for washing pads, dusters, mops and floor cloths issued to them.
5. Reporting to the Site Services Officer or his/her authorised deputy or cleaner in charge, anything which they consider should be brought to his/her notice, including any premises or H&S issues.
6. Complete and sign timesheets and attendance registers and other records as required.
7. To attend training courses as considered necessary by the management team.
8. To understand and comply with the general requirements of the Health and Safety at Work Act, 1974.
9. Any other appropriate work as required by the Site Services Officer, Senior Premises Manager or Estates Manager.