

## **JOB DESCRIPTION** **Whitley Academy**

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| <b>Job Title</b> | <b>Cleaner</b>                    |
| <b>Grade</b>     | Grade 1 pro rata                  |
| <b>Hours</b>     | 20 hours per week, term time only |
| <b>Status</b>    | 12 month fixed term contract      |

### **Job Purpose**

To undertake, normally as part of a team, the cleaning of designated areas within school, to ensure that they are kept in a clean and hygienic condition. Individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the laid down procedures and practices of the School.

### **Duties and Responsibilities**

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Emptying rubbish bins.
- Polishing and dusting of the designated areas, (may include toilets and shower areas).
- Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
- Moving furniture and equipment to assist cleaning.
- Open and lock doors as required, collecting and returning keys to caretaker or other supervisor.
- Makes sure that work is carried out to the standard required by the Cleaner-in-Charge.
- Act in accordance with DSO practice that clients are treated courteously.



- Show a degree of flexibility to provide cover for absent colleagues and to cater for any emergencies which may have occurred during the day that require a change of cleaning routine
- Supervising pupils in the dining hall, ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Headteacher.
- Arranging an orderly start to lunch.
- Undertake ancillary duties including the wiping of tables, cleaning of spillages.
- Follow fire evacuation procedures and checking pupils are safe.
- Putting away tables and chairs.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

Responsible to: Catering/Cleaning Manager  
Date Reviewed: Sept 2020

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

