

Job Description

Title of post	<i>Cleaner</i>
Salary	<i>NJC Grade A/B SCP2 (FTE £22,366) Actual Salary £6134</i>
Hours of work	<i>11 Hours per week - term time only plus 4 weeks in school holidays (Monday to Friday 3.00pm to 5.12pm)</i>
Line manager and responsible for reviews	<i>Business Manager & Hub Site Manager</i>

Purpose of the Post

- Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership.
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities.
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training.

Main Duties/Responsibilities

To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.

Main Duties / Responsibilities;

To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the school's requirements. Duties will include (but not exhaustive):

- General dusting of furniture, fixings and fittings
- Dust control mopping/sweeping of floors
- Vacuuming floors
- Cleaning and polishing floors using electrical buffing machine, carpet shampooer
- Damp/wet mopping of floors
- Polishing furniture, cleaning internal glass
- Cleaning of sanitary fittings and toilet areas
- To use cleaning materials as instructed
- Specialist cleaning (e.g. stripping & sealing of floors)
- Emptying of waste paper bins
- Wiping surfaces, fixtures and fittings & paintwork
- Store cleaning equipment and products safely and securely
- To fulfil the necessary administrative tasks associated with the responsibilities of the post.
- To undertake all necessary training relevant to the post.

Safeguarding

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Health & Safety

- To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- To perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.

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