

ELSTON HALL LEARNING TRUST

JOB DESCRIPTION

Job Title:	Cleaner
Pay Range:	NJC Grade 2
Responsible to:	Site Manager & Headteacher

Overall purpose of the role

To be effective in the role of a cleaner, contributing to creating a clean, positive and safe school environment.

Specific responsibilities

- Clean all areas of school including classrooms, hallways, kitchen areas, staff room and toilets
- Collect and bag up all refuse and deliver bin area
- Ensure bins have new liners
- Vacuum all areas of carpet – moving items as needed and include underneath desks etc.
- Mop hard floor surfaces
- Wipe tables, desks and other surfaces including pipework, shelving and ledges
- Wipe frequently touched areas such as door handles
- Clean sink areas
- Clean and disinfect toilets including mopping of floors, sinks and surfaces
- Clean mirrors and glass
- Ensure staff room is tidy and load and empty dishwasher as needed
- Maintain and clean floor surfaces including the use of machinery to strip and reseal hardwood floors
- Carry out deep cleans as necessary under the direction of the Site Manager / Headteacher
- Support the Site Manager in maintaining cleaning supplies and equipment
- Ensure safe working methods are practiced at all times

General

<ul style="list-style-type: none">• Contribute to the aims, vision and ethos of the Trust.
<ul style="list-style-type: none">• Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
<ul style="list-style-type: none">• Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
<ul style="list-style-type: none">• To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
<ul style="list-style-type: none">• Appreciate and support the roles of colleagues and other professionals.
<ul style="list-style-type: none">• Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
<ul style="list-style-type: none">• To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
<ul style="list-style-type: none">• To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
<ul style="list-style-type: none">• Dress in a professional and appropriate manner, that will further support the school's policy on uniform
<ul style="list-style-type: none">• Participate in further training and professional development as appropriate.
<ul style="list-style-type: none">• The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.