



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Job Title: Cleaner with Key holding responsibilities when required.

Pay Scale: NJC 2 – 7

Location: Charnock Hall Primary Academy

Line Manager: The Site Manager

Job purpose:

To ensure that a high level of cleanliness is maintained throughout the School on a daily basis.

Duties and Responsibilities:

- To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
- To ensure that the correct equipment is used for each specific cleaning task, including electrical and mechanical equipment.
- To follow the appropriate instructions and COSHH regulations when using cleaning materials.
- To empty litter bins in classrooms and offices.
- To replenish janitorial supplies in toilets.
- To follow and be aware of responsibilities for Health & Safety measures designed to protect self, other staff and users of the premises.
- To notify the Site Manager /school office, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- To ensure that windows and doors are closed when work is finished.
- To carry out planned cleaning programmes during Academy closures.
- To wear the appropriate clothing, shoes, gloves, etc for the tasks involved.
- To be responsible for the care of all cleaning equipment and materials assigned to them.

Influencing and Managing Relationships:

- Headteacher
- External Contractors
- Parents and carers
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Cleaner Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> A level of numeracy and literacy sufficient to carry out the duties of the post Further education qualifications in related fields, e.g.: health and safety training or maintenance qualification 	E	D
Skills and knowledge	<ul style="list-style-type: none"> Good verbal communication skills appropriate to the need to communicate effectively Able to prioritise own workload and to work to deadlines Ability to build and form good relationships with students, colleagues and other professionals Able to follow direction from a line manager and work in collaboration with the team 	E E E E	
Experience	<ul style="list-style-type: none"> Experience of using basic cleaning equipment Experience of working in a school or similar establishment Willing to undertake a range of training 	E E	D
Personal Attributes	<ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility Recognition of the importance of personal responsibility for health and safety 	E E E E	
Additional Requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS Ability to reach, bend and carry out some heavy lifting Willing and able to work outside of usual school hours 	E E E	