

Winsford Academy Job Description and Person Specification

JOB TITLE	Cleaner		
REPOSIBLE TO	Site Officer	GRADE 1	

BASIC JOB PURPOSE

Undertake the cleaning of designated areas within the Academy.

MAIN RESPONSIBILITIES

1	Carry out other duties as directed by the Site Manager, which are commensurate with the nature and grade of the post.
2	To plan and prioritise tasks within designated area on a daily basis and perform holiday cleaning activities
3	To work alone without supervision or as part of a team
4	To maintain good, co-operative working relationships and ensure that the job gets done
5	To write messages, using straightforward, factual information, e.g., equipment notices, failure notes, stores requests. Ability to note H & S concerns
6	To perform physically demanding cleaning tasks, e.g., lifting and carrying, pushing, pulling, scrubbing, rubbing, mopping, vacuuming, sweeping, bending, stretching, twisting, crouching, etc.
7	To prepare and use cleaning materials when carrying out cleaning tasks, e.g. dilution of chemicals, safe storage and use and ensuring safe working environment for others
8	To carry out basic/simple repairs and to alert Cleaning Supervisor or Site Staff.
9	To deal with difficult cleaning problems, e.g. bodily fluids (sick, urine) stains, graffiti, chewing gum, using appropriate products/cleaning techniques until problem satisfactorily resolved.

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.