



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title: Cleaner – Primary Academy

Line Manager: Estates Supervisor

Pay scale NJC Scale Point 1 - 2

Hours 15 hours per week
38 weeks per year

Job Purpose:

To maintain and develop the school environment and the use of the school premises for the benefit of staff and pupils.

CLEANING:

- Clean areas designated by the Estates Supervisor according to the cleaning procedures document.
- To clean designated areas of the premises according to schedule, including dusting, washing, mopping, polishing and vacuuming using the appropriate equipment.
- Respond to immediate cleaning needs and spillages.
- Clean toilets as required (which may include spillages of bodily fluids or human waste).

SECURITY OF PREMISES

- Unlocking and locking doors where appropriate.
- To ensure that all windows are properly secured each evening.
- To monitor the activities of visitors and contractor's staff on the school site so as to ensure the security of building contents.

TRAINING:

- To attend courses of training as appropriate.
- To enhance knowledge and skills through working with the Estates Manager.

PUBLIC RELATIONS:

- To maintain good relationships with pupils, staff and parents.
- To maintain good public relations with emergency services, visitors, vendors and contractors.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

MISCELLANEOUS:

- Additional hours may be required on an ad hoc basis. Reasonable notice will be given.
- Responsibility for safeguarding and promoting the welfare of children at the school.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- Attain and maintain a working knowledge of Health & Safety requirements in order to carry out these duties effectively and safely
- To carry out other relevant duties as may be reasonably requested by the Principal / Estates Supervisor commensurate with the pay and grade of the cleaner post.

Signature of Postholder _____

Date _____

Signed on behalf of the Academy; _____

Date _____