



## DILKES ACADEMY

Garron Lane, South Ockendon, Essex RM15 5JQ

Telephone: 01708 852128

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Headteacher: Mr R Latham BA (Hons), MA

### Cleaner – Job Description

**Pay Band:** TLW

**Reports To:** Site Manager/Bursar

**Liaison With:** Site Manager

**Job Purpose:** To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.

- **Duties:** To carry out cleaning in all and any areas of the school as directed by the Site Manager
- Frequency of cleaning to be undertaken as directed by the Site Manager
- To carry out as necessary emptying bins and removing waste to a designated area; mopping; sweeping; spray cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning. Also, as required and following appropriate training, machine scrubbing and drying; buffing; suction cleaning.
- Specialist cleaning tasks which may include carpet cleaning, upholstery cleaning removal of stains, chewing gum and graffiti etc stripping and dressing/sealing floors, de-scaling sanitary appliances.
- Replenishing hygiene requisites as appropriate.
- Keeping equipment and storage areas in a clean and safe condition.
- Securing/closing internal doors and windows as appropriate
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, Wet pick-ups and in health and safety and the use of cleaning chemicals
- To notify the Site Manager or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff

- All employees are expected to show a responsible attitude to health and safety issue and have due regard for their personal safety and that of others
- Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Headteacher and Governing Body.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the policy, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
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