

# HEARTS Academy Trust

## Cleaner Job Description

<b>Job Title</b>	Cleaner (HEARTS House)
<b>Grade</b>	Band 1, Point 2
<b>Reports to</b>	Chief Operating Officer
<b>Responsible for</b>	N/A
<b>Liaison with</b>	HEARTS House Central Team
<b>Job Purpose</b>	To undertake cleaning within HEARTS House according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.
<b>Duties</b>	<ul style="list-style-type: none"> <li>To assist with the cleaning of HEARTS House to include, but not limited to, sweeping/hovering in all rooms, cleaning of all floors, cleaning of the restroom, removal of cobwebs, emptying of bins.</li> <li>To carry out as necessary the replacement to paper towels, renewing supply of toilet rolls and replacement of bin liners.</li> <li>In emergency situations to assist with the clearing of snow and ice from paths and entries</li> <li>To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals.</li> <li>To notify the Chief Operating Officer of any damage to HEARTS House and equipment or of any concerns that you notice that may be dangerous to staff and visitors.</li> </ul> <p>All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</p> <p>Such other duties relating to the cleanliness of HEARTS House as may be necessary from time to time within the reasonable requirements of the CEO and Governing Body.</p>
<b>General</b>	<ul style="list-style-type: none"> <li>To attend relevant training and meetings as required</li> <li>To respect confidentiality at all times</li> <li>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</li> <li>To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> </ul>

HEARTS Academy Trust is a company limited by guarantee. Registered as a company in England and Wales, registered number 7851097.

Registered office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



Stambidge  
Primary School and Nursery



	The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade
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**Name of employee:**

**Signature of employee:**

**Date:**