



King's Academy College Park

A King's Group Academy

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POST TITLE:- CLEANER

Responsible to: Headteacher / Site Manager / Site Assistant

Function:- To provide a support service – complementary to the teaching and learning activities in the school.

Purpose:- To participate in the provision and maintenance of an effective and efficient cleaning service of the school buildings and premises. Routine duties may vary between term time and school closures and to cover for absent colleagues.

KEY ACCOUNTABILITIES

- To show commitment to and actively promote the School's Equal Opportunities policies in own role and towards other adults and children.
- To fully comply with the Health and Safety at Work Act 1974, the School's Health and Safety policy and all agreed safe methods of work.
- To work closely with colleagues to achieve the School's aims and objectives.
- To participate in training activities, Performance Management and contribute to the identification of team needs and development.
- To be flexible and at the discretion of the Headteacher, perform such other activities as may from time to time be agreed consistent with the nature of the job described above.

PART 1 – MAIN RESPONSIBILITIES / DUTIES

- Cleaning, washing, mopping, vacuuming and sweeping.
- Emptying of classroom and office waste paper bins and clearing general school rubbish.
- Polishing and dusting where appropriate.
- Using powered equipment e.g. vacuum cleaners, polishers etc. where appropriate.
- Specialist cleaning tasks which may include carpet cleaning, upholstery cleaning, removal of stains and graffiti.
- Replenishing hygiene requisites as appropriate.
- Keeping equipment and storage areas in a clean and safe condition.
- Securing/closing internal doors and windows as appropriate.
- Informing senior or other designated staff of faults, damage or vandalism or any issue that may restrict the cleaning process or safety and security of the school.

- To undertake such other duties as may reasonably be requested by the Site Manager, Headteacher or other senior member of staff.

N.B. The designated areas to include toilet and washroom areas.

Duties may vary between term and closure periods. During the summer closure period a more detailed clean is carried out i.e. furniture moved out, paintwork and walls washed and floors resealed etc.

PART TWO

Conditions of service:- As per contract issued by King's Group Academies.

School Specific:- 11 hours and 15 minutes per week. (This may be varied during school holidays to meet the circumstances at the school e.g. summer clean when the hours worked may be blocked).

Pay Scale:- Pay Band 1 Spinal Point 1