

**FULBRIDGE ACADEMY JOB DESCRIPTION**

**The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references. Online searches are carried out on all shortlisted candidates.**

**TITLE:** Cleaner

**RESPONSIBLE TO:** Site Manager/ Cleaning Supervisor

**GRADE: 1**

**Purpose of the job:**

To ensure the cleanliness and care of the building, furniture, fittings and equipment: to ensure a satisfactory

physical environment.

**Main duties & responsibilities:**

1. Responsible for ensuring the building is clean
2. Maintaining constant awareness of the physical condition of the building, furniture and equipment and
3. taking appropriate steps to ensure maintenance and repairs are reported to the site manager.
4. Promote energy conservation in the school by turning off lights, taps etc.
5. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of
6. the Site Manager, Head and or Assistant Heads.
7. Where applicable, carrying out cleaning work, generally using machinery, as allocated.
8. a. Report unauthorized access to the site and buildings and report issues to minimise theft and vandalism.

b. Requesting unauthorised users of the site to leave

c. Directing tradespeople and contractors to the school office.

d. Closing windows and blinds and ensuring security of certain doors if required.

e. Ensure all cleaning equipment is in a safe, clean and working condition.

**NOTE**  Activities are limited to situations where safe access can be obtained and suitable equipment is available.

Monitoring the usage of energy, including the keeping of records of consumption and the identification of trends.

Take steps to reduce energy consumption and promote the awareness of other staff concerning energy conservation.

Ensuring that all areas in school are free from litter and excessive accumulations of dirt and rubbish

Emptying of litter baskets and bins, disposal of all rubbish.

Emergency cleaning in the absence of other cleaning staff.

Replenishment of soap, toilet rolls and towels

Ensuring that the premises and furnishings are cleaned in accordance with the School’s standards and methods.

**Supporting the School**

1. Be aware of, and comply with, policies and procedures, e.g. child protection, internet safety, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Develop and maintain effective relationships with other staff, parents and carers.
3. Attend relevant meetings as required.

**Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder

2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and

character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed: …………………………………………..

Print Name: ………………………………………….. Date: …………………………………………..