

Great Academies Education Trust

Copley Academy

JOB DESCRIPTION

Post:	Cleaner
Reporting to:	Premises Manager
Salary Scale:	Band I
Academy Type:	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 16

JOB PURPOSE

Working as part of the Facilities Team, to provide an efficient and effective cleaning service to the Academy.

KEY RESPONSIBILITIES

- General cleaning of allocated area including buffing of floors and carpet cleaning, cleaning toilets, emptying bins and cleaning surfaces.
- Cleanliness of exterior areas of the building including litter picking
- Ensure safe working by complying with all instructions regarding storage of materials/equipment required to carry out cleaning tasks, wearing the appropriate personal protective equipment at all times and acting in a safe manner at all times.
- To report any incidents or items/area requiring repair to a member of the Facilities Team.
- Apply all security procedures for the school's buildings and grounds identifying any security risks and reporting them appropriately.
- Take delivery of school resources and store them appropriately.
- Prepare classrooms and meeting rooms, including resources, both in and out of school hours for use by pupils, staff and the community.
- Undertake the organisation and movement of furniture and resources within the building.
- To be an identified key holder for the school's buildings and grounds.
- To assist, as required, with other duties as directed by the Premises Manager.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal

- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility. The job description may, in consultation with the post holder, be changed to reflect changes to the post.