Wood Green Academy
AND SIXTH FORM CENTRE

Wood Green Road
WEDNESBURY
West Midlands
WS10 9QU

0121 556 4131
0121 506 4609
www.woodgreenacademy.co.uk
admin@woodgreenacademy.co.uk

Headteacher: Mr J.Topham B.Sc.(Hons), M.Sc., NPQH

Cleaner

CONTRACT: Permanent (52 weeks per year)

HOURS: 12 hours/week

Monday to Thursday	3.30PM - 6.00PM
Friday	3.30PM - 5.30PM

START DATE: ASAP (Subject to Clearances)

SALARY SCALE: Grade A Pt 3 (£12.85)

Responsible to	Headteacher Cleaning Supervisor
Responsible for	N/A

Job Summary

- To undertake, as part of a team and under supervision, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition.

Responsibilities

- Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing and emptying of litter bins.
- Periodic cleaning of premises and furnishing during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass.
- Use of all types of electrical cleaning equipment, e.g., scrubber/polishers, carpet extraction machines subject to appropriate training.
- Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene.
- To work at all times under the direction of the Cleaner in Charge / Site Manager.
- To inspect and report any defects to the Head Teacher or Site Manager
- To replenish all consumables as and when required e.g., soap, toilet paper etc.

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- Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.
- To participate in the operation of the School's Performance Management Scheme.
- Carry out duties in line with school's policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with this policy and the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the school's policy, organisation and arrangements for Health and safety at work.

Signed _____ (Cleaner) Date _____

Signed _____(Headteacher) Date _____