



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title: CLEANER

Responsible to: Site Manager

Purpose: To maintain all areas in a clean, safe and sanitary condition, whilst working to the highest of standards.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

- Main Duties:
- Undertake the cleaning of the Academy buildings and equipment using necessary chemicals and equipment.
 - Comply with existing statutory legislation and safer working practices at all times.
 - Report faults, risks or dangers to the site manager as soon as possible.
 - Keep cleaning equipment in good working order.
 - Maintain a clean storage area for equipment and supplies.
 - Carry out duties such as:
 - sweeping
 - vacuuming
 - polishing and dusting of furniture
 - sanitary wares
 - mopping
 - washing
 - Present a positive approach to customer needs at all times.
 - Undertake training, where required, to perform to the required standards of the job.
 - Any other duties deemed to be appropriate.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

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