



The Ripley Academy

Post Title: Cleaner

Pay Scale: NJC Scale Point 1 points 1 - 3

Responsible to: Cleaning Supervisor

Job Purpose: Under the direction and instruction of senior staff, to undertake the cleaning of designated areas within the Academy premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.

Specific Responsibilities:

To carry out cleaning and associated duties at The Ripley Academy. The tasks may include:-

1. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards
2. Emptying litter bins, etc., and removing waste to designated areas
3. Cleaning of toilets and washrooms to the required standard where allocated
4. Spray cleaning, scrubbing floors and re-sealing with polish.
5. Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners).
6. Cleaning of working surfaces and other furniture as directed.
7. Clearing up after flooding and/or any other emergency cleaning as and when required.
8. Cleaning windows inside and out at a ground floor level in designated areas on closure days or holidays where safe to do so.
9. Provide cover in other areas in periods of staff absence as and when required and in agreement with the Cleaning Supervisor.

10. When cleaning the room/ designated area report any damage which could be hazardous or may need a repair.
11. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Generic Responsibilities

- Contribute to and support the Academy ethos and represent the Academy in a welcoming and professional manner at all times.
- To support the effective running of the on a day to day basis including being deployed flexibly where required
- To comply with the requirements of Data protection, Health and Safety , Equal Opportunities, Financial Procedures and other relevant legislations and Academy policy
- To be responsible for your own professional development and attend training where required
- To undertake any other reasonable duties within the overall function commensurate with the post.

Signed:.....Staff

Date:.....