

# Job Description 2023-24      Newcroft Primary Academy



Employee Name

Signed

Line Manager  
Name

Lee Robinson

Signed

**Job Title:**

**Cleaner**

**Grade:**

**2**

**Responsible To:**

Site Manager

**Responsible For:**

N/A

**Key Relationships/  
Liaison with:**

Site manager, Business Director, Head of School, Executive Head teacher

**Job Purpose:**

To ensure that a high level of cleanliness is maintained throughout the School on a daily basis.

## MAIN DUTIES AND RESPONSIBILITIES:

1. To carry out cleaning duties as required, including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2. Use electrical and mechanical equipment, floor polishers, etc when necessary and after appropriate training.
3. Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
4. Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
5. To be responsible for the care of all cleaning equipment and materials assigned to them.
6. Where practicable, ensure windows and doors are closed and locked when leaving rooms.

Report to the Premises Officer any defects seen, likely to effect security, i.e. broken windows, window catches.

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To be aware of their responsibilities for the Health & Safety of themselves and others.

Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn, e.g. slippers and flip flops are not acceptable as they may create a Health and Safety risk.

## SPECIAL FACTORS:

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**
- (c) All applicants will be required to provide two references.  
Shortlisted candidates will be required to complete a criminal record self-declaration and safeguarding checks will include online searches.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Newcroft Primary Academy is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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**Responsible To:**

Site Manager

	Essential	Desirable	How assessed
<b>Qualifications</b>	N/A		App/Doc
<b>Experience</b>	N/A		App/Ref
<b>Knowledge</b>  Knowledge of basic cleaning techniques	✓		
<b><u>Skills/Attributes</u></b> Ability to follow and understand instruction and relevant procedures.  An empathy with and understanding of children.  Capable of working on own initiative.	✓  ✓  ✓		

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	Essential	Desirable	How assessed
<b><u>General Circumstances</u></b>  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<b><u>Factors not already covered</u></b>  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**