



TORQUAY ACADEMY

Job Description

Job Title	Cleaner
Responsible to	Premises Manager
Grade	A6 (15/20 hours, term time only plus 3 weeks deep cleaning during the holidays)

Job Purpose

To work as part of a team providing a cleaning service to all parts of the Academy in accordance with the Specification. The Postholder is expected to be sympathetic towards the students of the Academy, towards the ethos of the Academy and to carry out their duties accordingly.

Principle Duties

1. Individually or as part of a team to carry out any cleaning duties that are necessary to meet the required standards within a designated work area.
2. Utilise cleaning equipment in a safe and responsible manner.
3. Assist in the moving of furniture or moveable fittings to enable cleaning.
4. Ensure rooms are made secure after cleaning.
5. Replenish consumables as required.
6. Ensure cleaning cupboards are maintained in a safe and tidy manner.
7. Undertake external cleaning duties if instructed.
8. Report any building defects and vandalism immediately to the Supervisor/Premises Manager.
9. Report any defects in cleaning equipment immediately to the Supervisor/Premises Manager.
10. Take part in training where necessary to carry out your duties effectively.
11. Observe all Health and Safety requirements at all times.
12. Any other duties of a similar level or nature as required.

Signed

Dated