**Job Description**

**Title of Post** Cleaning Operative

**Salary** Grade 1 Scale Points 1 - 2 pro rata

**Working Hours** 16 hours per week over 5 days per week

Monday – Friday 3.00 pm – 6.15 pm (6.00 pm on Friday)

39 weeks per year

**Responsible to** Cleaning Supervisor

### Key Outcomes

* To maintain a high standard of cleanliness and hygiene using domestic and industrial cleaning equipment.
* To be aware of the conditions across the school/site users and to work to the appropriate Health and Safety regulations and processes.

### Key Tasks to Achieve Outcomes

To use the appropriate equipment, materials, tools and machinery to ensure the job is carried out effectively:

* Clean floor space in teaching, communal and office areas using appropriate techniques and equipment, eg mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean.
* Clean all internal surface areas, eg walls, windows, work surfaces and sanitary appliances using appropriate techniques equipment and materials, eg washing, dusting, damp wiping, polishing and cleaning.
* Empty paper and general waste bins and remove to a designated area.
* Undertake other cleaning duties, eg carpet and upholstery valeting, stain, chewing gum and graffiti removal, descaling sanitary appliances.
* Undertake routine equipment safety checks, cleaning, maintenance and storage, eg waste removal and filter cleaning.
* Replenish sanitary and hygiene supplies, eg soap, hand towels and toilet rolls.
* Report faults, damage, breakages, vandalism or any issue that may affect or impact on routine education activity.
* Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security.
* Monitor children’s and young people’s general conduct and behavior throughout the school and intervene to resolve routine issues using appropriate techniques and skills to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.
* For serious issues, where appropriated, advises students of their responsibilities and the possible consequences of their actions. Engages immediate assistance from qualified colleagues and supports them to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

**General**

* To develop excellent working relationships with colleagues internally, centrally and externally;
* To be an effective and flexible member of the Premises Team.
* To uphold the CMAT’s policies and procedures at all times.
* Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in training and other learning activities as required.
* Participate in the CMAT’s appraisal process.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate;
* To promote the area of responsibility within the academy and beyond.
* To represent the academy at events as appropriate.
* To support and promote the academy ethos.
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post.