

## Job Description – Cleaner

**Salary scale:** Veritas Kent Range 3

Work as part of the Estates Team being responsible for the cleanliness of the buildings, health and safety and security. Supporting the Site Manager in the effective management of health and safety of the school site in accordance with the requirements and conditions of Veritas Multi-Academy Trust's *Pay and Conditions Document*, having due regard to the requirements of the policies and procedures of the school and Veritas Multi-Academy Trust. To uphold the vision statement and values for both the school and Veritas Multi-Academy Trust.

### ***Status of the post***

This is a support post within the school's staffing structure. The postholder is accountable to the Trust Business Manager and responsible for upholding the vision and values of the school and trust.

### ***Main purpose of the post***

The postholder's key accountability will be for maintaining the cleanliness of the buildings, maintaining the health and safety of the site and maintaining continuous professional development, maintaining professional values and to support the staff within your team.

### ***Professional Responsibilities***

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

#### ***Key responsibilities:***

- Site cleanliness and corporate image

#### ***Key Roles:***

- Cleaning classrooms and shared spaces including floor and surface level items.
- Empty waste bins or similar receptacles, transporting waste materials to designated collection points.
- To clean toilets, urinals, hand basins and sinks, baths, showers and drinking fountains.
- To safely manage the use of cleaning products and chemical agents as directed by the Site Manager ensuring appropriate use of the products and safe storage is maintained.
- Engage in training and research

### ***Budget Accountability***

No budget responsibility.

***To Whom Responsible:***

Trust Business Manager.

*This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.*

*Signed: ..... Date: .....*

*Signed: ..... Trust Business Manager*

*Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.*