**Day Cleaner – Job description**

Summarised below are the main duties undertaken on a daily basis by the day-time cleaning staff. As one of three such staff, there will be specific areas allocated to each cleaner as well as others that are shared or responded to on demand:

**Responsibilities**

* Emptying bins
* Cleaning toilets
* Checking on the cleanliness of areas at regular intervals
* Refilling tissues, toilet paper and soap
* Using a range of chemical cleaners in a safe and responsible manner
* Litter picking across the site
* Wiping down surfaces in main communal areas and other allocated areas
* Vacuuming as required
* Dusting as required
* Mopping as required
* Occasional cover for other cleaners in their absence
* Reporting any health and safety issues to the building services staff
* Fulfilling administrative documentation
* Responding to emergency cleaning requests
* Using cleaning equipment with care
* Participating in extra cleaning work for any school events
* Returning any unused cleaning supplies to their correct storage
* Carrying out any ad hoc tasks as reasonably requested by building services staff

**Person Specification**

The ideal candidate will be:

* **Punctual** – attending your allocated areas and undertaking cleaning requirement in accordance with the specification for that part of the building.
* **Flexible** – able to actively respond to in any emergency clearing up various spillages.
* **Team player** – working as part of the building services team to assist in undertaking cleaning of general areas as designated and carrying out a basic clean of other areas in the absence of the designated cleaner as reasonably directed by the building services staff.
* **Responsible** – ensuring rooms are locked upon completion of cleaning each room and that lights are switched off. Returning unused cleaning materials to the designated storage point and removing collected rubbish to the designated area.
* **Good communicator** - aware of the administration requirements of the appointment, including those relating to absence, leave and other issues and adhere to them accordingly.
* **Proactive** - report any matters of health and safety that you encounter to the building services staff.
* **Smart appearance** – wearing the allocated cleaning uniform as provided by the Academy whilst at work.