

**The Manor Learning Trust  
Job Description**

<b>Post Title:</b>	<b>Maintenance Assistant (Cleaner)</b>
	The Manor Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.
<b>Purpose:</b>	To carry out essential cleaning and tidying tasks in designated areas of the academy to ensure that the academy is maintained to a high standard of cleanliness.
<b>Reporting to:</b>	Site Maintenance and Services Coordinator
<b>Liaising with:</b>	Members of the Senior Leadership Team, management staff and other colleagues.
<b>Working Time:</b>	12.5 hours, 39 weeks per year
<b>Salary/Grade:</b>	Grade B Points 6-8
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>• Clean designated areas of the academy using appropriate tools and materials including brush, mop, duster, vacuum, buffer and polisher as required ensuring a high standard of cleanliness and hygiene is maintained.</li> <li>• Empty bins and dispose of waste according to academy policies on waste and recycling for efficiency and hygiene standards.</li> <li>• Regularly check and top up consumables e.g. soap dispensers/toilet rolls and towels to maintain standards of hygiene and comfort for all staff.</li> <li>• Move furniture and equipment as required, with the assistance of colleagues as necessary to enable efficient cleaning of all areas.</li> <li>• Clean up spillages promptly as they occur e.g. as a result of drink spillages or students being ill in accordance with health and safety procedures or deal with as instructed by management.</li> <li>• On a regular basis, usually during the academy holidays, undertake deep cleaning as required or instructed e.g. flooring, carpets, walls, skirting boards, paintwork, staircases and handrails to ensure a high standard of cleanliness and hygiene is maintained.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To provide assistance in the general maintenance of the academy should this be required.</li> <li>• Undertake any other duties as may be reasonably requested by the Principal or the Directors.</li> <li>• To be courteous and polite to all staff, students and visitors to the academy.</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the academy's corporate policies.</li> <li>• To comply with the academy's Child Protection, Safeguarding and Health and Safety policies and undertake risk assessments as appropriate.</li> <li>• To continue professional development as agreed.</li> </ul>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager or team leader to undertake work of a similar level that is not specified in this job description.</p> <p>The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	

**Knowledge, Experience and Training required:**

- The post holder should have completed a secondary education programme up to O level/GCSE or equivalent.
- Must be able to demonstrate the ability to work to a high standard unsupervised.
- Able to follow instructions and cleaning routines.
- Able to work as part of a team.
- Prior cleaning experience is desirable but not essential.
- In- house training on the use of larger industrial cleaning equipment and the appropriate use of cleaning products is given. Instruction is also given on dealing with spillages such as bodily fluids.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ (Post holder)

Signed: \_\_\_\_\_ (Principal)

Date: \_\_\_\_\_