*Creating Brighter Futures*

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | **Cleaner** | | |
| **Base:** | **Bronte Girls’ Academy** | | |
| **Reports to:** | **Estates Manager/ Site Supervisor** | **Grade:** | **S1 NCJ02** |
| **Staff Responsibility for:** | **N/A** | **Salary:** | **£22,366 (£7,492 pro rata)** |
| **Term:** | **All Year round 15 hours per week** |
| **Additional:** | **As assigned.** |

**JOB PURPOSE**

To contribute to the development of a school that is transforming the educational standards and character development of our young people with an emphasis on creating a culture that inspires personal growth, development and performance driven outcomes.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

# Core purpose

1.1 Maintain high standards of cleanliness throughout the school on a daily basis by cleaning to the frequency and specification set out, to ensure the learning and working environment is presented to an exceptional standard at all times.

**2. Standards of cleanliness**

2.1 Undertake the highest standards of cleanliness in the following areas:

* Vacuum cleaning hard and soft floors;
* Mopping and spray cleaning hard floor surfaces;
* Spot cleaning of spillages;
* Furniture, ledges, pipes, paintwork, doors and walls;
* Toilets, hand basins, wiping tiles and polishing mirrors;
* Replenishing janitorial supplies in toilets etc;
* Emptying cleaning bins;
* Polishing glass;
* Any other designated task as directed by the Estates Manager / Site Supervisor.

2.2 Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.

2.3 Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall standards.

2.4 Liaise with the Estates Manager / Site Supervisor and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets.

2.5 Report cleaning supplies requirements and stock levels to the line manager.

2.6 Work as part of a team and support other members of the cleaning team to meet standards and school objectives.

**3. Health and safety**

3.1 Be aware of and comply with policies and procedures relating to health & safety and security, reporting all concerns to an appropriate person.

3.2 Swift reporting of any hazards or defects to the Estates Manager / Site Supervisor.

3.3 Be familiar with and adhere to COSHH requirements.

3.4 Ensure all equipment is used in a safe manner, and any faults/incidents are reported to the appropriate member of staff.

**4. Operating cleaning machinery**

4.1 To undertake any training in relation to cleaning machinery for the purpose of the job.

**5. Other duties and responsibilities**

4.1 Work within school policies and procedures, including; lone working, confidentiality, data protection.

4.2 Contribute to the provision of an effective environment for learning.

4.3 Support the promotion of positive relationships for parents/carers and outside agencies.

4.4 Attend skill training and participate in personal/performance development as required.

4.5 Take care of own and other people’s health and safety.

4.6 Be aware of the confidential nature of issues.

*This appointment is with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the contract of employment.*

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App**  **Form** | **Interview/Task** |
| **QUALIFICATIONS** | | | | |
|  | To undertake any training relevant to the role | **E** | 🗸 |  |
|  | Evidence of continued personal and professional development | **D** | 🗸 |  |
| **EXPERIENCE** | | | | |
|  | Previous cleaning experience | **E** | 🗸 | 🗸 |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
|  | Ability to carry out general cleaning duties | **E** | 🗸 | 🗸 |
|  | Awareness of health and safety issues and relevant legislation | **E** | 🗸 | 🗸 |
|  | Ability to work on own initiative as well as a member of a team | **E** | 🗸 | 🗸 |
|  | Ability to articulate and communicate | **E** | 🗸 | 🗸 |
|  | Ability to manage time effectively to complete tasks to a high standard | **E** | 🗸 | 🗸 |
|  | Ability to prioritise work | **E** | 🗸 | 🗸 |
|  | Ability to work with minimum supervision | **E** | 🗸 | 🗸 |
|  | Be flexible to the changing demands of the post | **E** | 🗸 | 🗸 |
|  | Willingness to clean any area of the school as requested by the Estates Manager/Site Supervisor | **E** | 🗸 | 🗸 |
|  | Ability to demonstrate and understanding of why customer care is important in employment and service delivery | **E** | 🗸 | 🗸 |
|  | Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and teams | **E** | 🗸 | 🗸 |
|  | Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people | **E** | 🗸 | 🗸 |
|  | Ability to demonstrate a commitment to equal opportunities | **E** | 🗸 | 🗸 |
| **PERSONAL QUALITIES** | | | | |
|  | A passionate belief in the school’s mission statement | **E** | 🗸 | 🗸 |
|  | Strong team working skills | **E** | 🗸 | 🗸 |
|  | Highest levels of professional and personal integrity | **E** | 🗸 | 🗸 |
|  | Willingness to take personal responsibility for the standard of work carried out | **E** | 🗸 | 🗸 |
|  | Excellent interpersonal skills | **E** | 🗸 | 🗸 |
|  | Personal resilience, persistence and perseverance | **E** | 🗸 | 🗸 |
|  | Commitment to the pursuit of continuous professional development by oneself and others | **E** | 🗸 | 🗸 |
|  | A strong commitment to the School values of Honesty, Respect, Integrity, Inclusiveness and Growth | **E** | 🗸 | 🗸 |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**