

## CLEANER JOB DESCRIPTION



### JOB PURPOSE

To maintain a clean environment at each Federation site. To demonstrate initiative, reliability and a flexible approach in ensuring all Federation sites are well maintained.

### SITE DUTIES

- To ensure that safety and cleaning is to the highest possible standard.
- To ensure that buildings and grounds are cleaned to agreed standards and specifications.
- To use appropriate materials and equipment to wipe down and clean all work surfaces and tops, walls, ledges, sills, radiators and windows.
- Where appropriate, to move books, materials or furniture that the above duties can be performed effectively.
- To use appropriate materials and equipment to clean floor surfaces including carpeted areas.
- Clean lights, shades, diffusers, when required.
- Replenish toilet requisites, checking regularly that soap and toilet tissues are available to all users.
- Deal with graffiti.
- Empty litter bins.
- Take a proactive stand to keep the sites litter free.

### EMERGENCIES

- To report all incidences or situations which may be regarded as hazardous, or potentially dangerous, or which shows a defect, to line managers as soon as possible.

### FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Set a good example in terms of smart business dress including FM garments provided, punctuality and attendance.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extracurricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.
- The Federation has a dress code which must be adhered to as a condition of appointment. This includes the wearing of all provided FM garments.

### SAFEGUARDING, HEALTH AND SAFETY

**The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment.** We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at [www.rutlandfederation.com/policies](http://www.rutlandfederation.com/policies).

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

*This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.*

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	EVIDENCE
<p><b>COMMITMENT</b></p> <p>A clear recognition of and commitment to all our aims as a high performing Federation.</p>		<p>Letter of application Interview</p>
<p><b>SKILLS/QUALIFICATIONS</b></p> <p>Punctual and reliable.</p> <p>An understanding of the need of confidentiality within a school environment.</p> <p>Able to prioritise work.</p> <p>Good basic literacy and numeracy skills.</p>		<p>Application form References Interview</p>
<p><b>EXPERIENCE</b></p>	<p>Experience of cleaning work to be completed to a high standard.</p> <p>Knowledge of health and safety considerations relating to cleaning.</p>	<p>Interviews References Letter of application</p>
<p><b>STAFF DEVELOPMENT</b></p> <p>An understanding of the importance of training.</p>	<p>Evidence of recent relevant training/qualifications.</p>	<p>Application form Letter of application Interviews</p>
<p><b>RELATIONSHIPS</b></p> <p>Good listening skills, the ability to communicate effectively and to work as part of a team.</p>		<p>References Interviews Letter of application</p>
<p><b>SAFEGUARDING</b></p> <p>Commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.</p>		<p>References Interviews Letter of application</p>