



Location: Colonel Frank Seely Academy, Flatts Lane, Calverton, Nottingham, NG14 6JZ

Salary: Redhill Academy Trust Pay Scale, Band 5, Scale Point 28

Hours of work: 10 hours per week, term time only

Responsible to: Cleaning Supervisor / Operations Manager

Post objective: As a member of a team of cleaners, to undertake cleaning of the academy building and facilities in order to maintain a high standard of cleanliness and hygiene.

Main Duties and Responsibilities:

- To maintain all areas of the academy buildings in a clean, tidy and hygienic condition. This will involve cleaning, washing, sweeping, mopping, dusting, washing up, polishing and vacuum cleaning of designated areas to the required standard.
- Use powered equipment (scrubbing/buffing machines, wet pick up machines, vacuum cleaners) ensuring that cleaning machinery and other equipment is operated appropriately and in a safe manner.
- Emptying litterbins etc. and removing waste to designated areas.
- Cleaning of toilets and washrooms to the required standard where allocated and ensuring cloakrooms are stocked with soap, towels etc.
- Spray cleaning, scrubbing floors and re-sealing with polish.
- Cleaning of working surfaces and other furniture as directed.
- Clearing up after flooding and/or and other emergency cleaning.
- Undertake any other duties which might reasonably be expected by the Facilities Manager/Cleaner in Charge.

Working Environment:

- Physical demands will be commensurate with general cleaning duties.
- There will be some exposure to dust, dirt and unpleasant conditions e.g. cleaning toilets.
- There will be regular low noise from machinery.
- There is some exposure to risk when the post holder is required to operate machinery (e.g. use of and some exposure to hazardous chemicals such as industrial cleaning materials)
- The post-holder will encounter members of the public, visitors to the academy, contract staff, students etc.

Personal Qualities:

- An experienced cleaner with a good standard of knowledge of cleaning programmes and security issues.
- Pride taken in achieving an excellent standard of work.
- Helpful and friendly manner.
- Ability to communicate well with other staff.
- Ability to organise your own work.
- Ability to work on your own initiative and as part of a team.
- High level of punctuality and attendance.
- A working knowledge of Health and Safety at Work Act and COSHH regulations is desirable.
- Ability to work additional hours and outside of normal working hours when necessary.

General:

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with Children and an Enhanced DBS Clearance is required for this position.



	Essential	Desirable
Qualifications, Knowledge & Experian	<ul style="list-style-type: none">• Good level of numeracy and literacy• Experience of working within a cleaning team/role	<ul style="list-style-type: none">• First Aid Qualification• Health and Safety Qualification• Experience of working in a school environment• Supervision of contract services• Experience of completing risk assessments• Experience of managing budgets
Skills, Abilities & Personal Qualities	<ul style="list-style-type: none">• Able to understand and apply regulations e.g health and safety• Competent at basic building, repairs, maintenance and ground maintenance• ICT literate with Microsoft applications• Effective communications with a wide range of stakeholders• Ability to set high expectations and foster a culture of continuous improvement• Enthusiastic and self-motivated• Ability to work on own initiative and prioritise workloads• Flexible with regards to working hours	<ul style="list-style-type: none">• Able to effectively organise and supervise contractors

	<ul style="list-style-type: none">•Commitment to own on-going professional development	
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