

JOB DESCRIPTION AND PERSON SPECIFICATION

<p><u>Job Title:</u> Cleaner</p>	<p><u>Grade:</u> B (point 3)</p>
<p><u>Job Family:</u> Facilities Support</p>	
<p><u>Overall Purpose of Job:</u></p> <p>As a cleaner, you will work as part of the site management team to maintain the cleanliness of the academy site to ensure it is a safe, clean and healthy environment for colleagues and students to work and learn and provides a pleasant environment for visitors.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. You will empty and wash out dustbins and waste containers. 2. You will dust/clean, ensuring available surfaces are polished or wiped (tables, desks, shelves, work surfaces, etc). 3. You will move furniture so that floors can be cleaned properly. 4. You will vacuum floors and material furniture. 5. You will sweep, scrub, buff, polish, or mop floors as appropriate. 6. You will clean windows and glass door panels. 7. You will remove chewing gum and graffiti, where required. 8. You will wipe or wash walls, lockers, window ledges, skirting boards, radiators and pipework and furniture, etc. as required. 9. You will straighten the furniture, close windows, water plants and leave rooms looking tidy. 10. You will clean showers, sinks and washbasins and the surrounding areas. 11. You will clean toilets and urinals. 12. You will keep the cleaner's cupboard tidy. 13. You will look after the equipment and report any faults to the cleaning supervisor at the earliest opportunity. 14. You will ensure that chemicals are handled, stored, and used correctly. 15. You will ensure that all health and safety instructions are followed at all times. <p>General</p> <ol style="list-style-type: none"> 16. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay. 17. You will participate in training and other learning activities and performance development as required. 18. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking. 19. You will ensure strict confidentiality in all areas of work. 20. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). 21. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records). 22. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once. 23. You will always comply with the Trust's policies and procedures. 24. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation. 	

Knowledge, Skills and Experience

Essential

- Experience of operating as an effective cleaner (A/I/R)
- Basic literacy/record keeping skills (A/I)
- Ability to relate well to children and adults (A/I)
- Ability to work constructively as part of a team (A/I/R)
- Commitment to self and team development (A/I)
- Take pride in your work (A/I/R)
- A good sense of humour (A/I)
- Able to maintain a safe, calm, and happy ethos (A/I)

Desirable

- Working in a school or office environment (A/I)
- COSHH awareness or qualification (A/C/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Punctual
- Organised
- Team Player
- Attention to detail
- Flexible
- Clear communicator
- Reliable
- Trustworthy

Contacts and Relationships:

Managers – In daily contact with Principal/Head of Academy/Senior leaders within the academy

Support Staff – In regular contact with support staff who are involved in classroom support, administration, cleaning, site supervision and health and safety.

Trust Staff – In occasional contact with Trust staff.

External – In occasional contact with suppliers, contractors as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.