



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

CLEANER

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Maintain clean, tidy and organise workspaces and storage areas.
2. Check equipment and machinery used and ensure health and safety guidelines are adhered to.
3. Provide support to staff as requested and in accordance with their own training and skill parameters.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Main Tasks

- 1.1 Ensure that all areas of the school are prepared for relevant use as directed.

2. Health and Safety

- 2.1 Be aware of and comply with policies and procedures relating to Health and Safety and security, lone working, confidentiality, reporting all concerns to an appropriate person.
- 2.2 Ensure that all equipment is used in a safe manner, and any faults/incidents are reported to the appropriate member of staff.

3. Resources

- 3.1 Operate cleaning equipment in a safe and appropriate manner.
- 3.2 Use cleaning materials appropriately and efficiently.
- 3.3 Ensure orderly and secure storage of cleaning equipment at all times.
- 3.4 Inform the appropriate person, information relating to the provision of stock/equipment.

4. General

- 4.1 Work within school policies and procedures.
- 4.2 Contribute to the provision of an effective environment for learning.
- 4.3 Support the promotion of positive relationships for parents and outside agencies.
- 4.4 Attend skills 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.

5. Other Responsibilities

5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

5.3 Contribute to the wider life of the Trust and the Star community.

5.4 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. 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 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

| No | CATEGORIES | Essential/ Desirable | Assessed by: | |
|---------------------------|--|-------------------------|--------------|--------------------|
| | | | App Form | Interview/ Task |
| EXPERIENCE | | | | |
| 1. | Previous cleaning post. | E | ✓ | ✓ |
| KNOWLEDGE | | | | |
| 2. | Cleaning. | E | ✓ | ✓ |
| 3. | Awareness of Health and Safety issues and risks. | E | ✓ | ✓ |
| SKILLS / ABILITIES | | | | |
| 4. | Ability to undertake a range of cleaning duties. | E | ✓ | ✓ |
| 5. | Work on own initiative. | E | ✓ | ✓ |
| 6. | Demonstrate good inter-personal skills and communicate with a range of people. | E | ✓ | ✓ |
| QUALIFICATIONS | | | | |
| 7. | None required. | | | |
| PERSONAL QUALITIES | | | | |
| 8. | Willingness to be flexible. | E | ✓ | ✓ |
| 9. | Work in a confidential manner. | E | ✓ | ✓ |
| 10. | Work independently. | E | ✓ | ✓ |
| 11. | Willing to undertake additional training. | E | ✓ | ✓ |
| 12. | Self-motivated. | E | ✓ | ✓ |
| 13. | A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'. | E | ✓ | ✓ |
| 14. | A strong commitment to the Trust value of 'Service'. | E | ✓ | ✓ |
| 15. | A strong commitment to the Trust value of 'Teamwork'. | E | ✓ | ✓ |
| 16. | A strong commitment to the Trust value of 'Ambition'. | E | ✓ | ✓ |

| No | CATEGORIES | Essential/ Desirable | Assessed by: | |
|-----|--|-------------------------|--------------|--------------------|
| | | | App Form | Interview/ Task |
| 17. | A strong commitment to the Trust value of 'Respect'. | E | ✓ | ✓ |
| 18. | Commitment to support Star Academies' agenda for safeguarding and equality and diversity. | E | ✓ | ✓ |
| 19. | Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment. | E | ✓ | ✓ |