

Job Description

Cleaner

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|-----------------------|--|
| Reporting to: | Headteacher / Principal, Operations Manager / Site Manager / Premises Officer; |
| Liaising with: | Premises Team / Premises Officer and the wider school team; |
| Grade/Salary: | Band 1 (SCP 1-3) |
| Hours of work: | TBA |

Main Purpose:

To ensure that a high level of cleanliness is maintained throughout the school on a daily basis.

To maintain a high-quality environment for both staff and the public, ensuring the safety and cleanliness of the school facilities.

Duties & Responsibilities:

Key Duties

- To ensure that the correct equipment is used for each specific cleaning task.
- To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners
- Use electrical and mechanical equipment, floor polishers, etc. when necessary and after appropriate training
- Use stepladders when necessary and with due regard to the Health & Safety of themselves or others
- To follow and be aware of responsibilities for Health & Safety measures designed to protect self, other staff and users of the premises.
- To implement and promote the Trust and the school's policies and procedures relating to all areas of employment and service delivery.
- Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations (chemicals should NEVER be mixed with other chemicals)
- To be responsible for the care of all cleaning equipment and materials assigned to them.
- Where practicable ensure windows and doors are closed and locked and lights are switched off when leaving rooms
- Report any defects seen, likely to affect security i.e. broken windows, window catches.
- Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.

Support the School By:

- Demonstrating a willingness to keep up to date with professional practices by maintaining an understanding of the requirements of the role.
- Being aware of school's policies and procedures.
- Undertaking any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Performing any task or duty under the reasonable direction of a member of the School's Senior Leadership Team.

General

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Cleaner

| A. Training & Qualifications | Essential | Desirable |
|--|-----------|-----------|
| Level of numeracy and literacy sufficient to carry out the duties of the posts. | A | |
| Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above | A | |
| Commitment to ongoing professional development | A | |
| Willingness to undertake induction training | | A |
| NVQ 1 and 2 in Cleaning and Support Services or equivalent | | A |
| First Aid certificate | | A |

| B. Experience | Essential | Desirable |
|--|-----------|-----------|
| General practical skills and/or maintenance experience | A & I | |
| Cleaner in a school or similar environment | | A & I |

| C. Professional Knowledge and Skills | Essential | Desirable |
|---|-----------|-----------|
| Can fulfil the requirements of the post detailed above. | A & I | |
| Must have a flexible approach to working hours | A & I | |
| Ability to work as part of a team | A & I | |
| Ability to work in accordance with the school's health and safety policies and the code of safe working | A & I | |
| Ability to work to deadlines | A & I | |
| Ability to work on own initiative | A & I | |
| Ability to lift and carry items | A & I | |
| Ability to communicate well | A & I | |
| Ability to respond calmly to emergencies | A & I | |
| Ability to work alone | A & I | |
| Basic understanding of health and safety | | A & I |
| Working knowledge of health and safety procedures and regulations, eg COSHH, cross contamination | | A & I |
| Knowledge of moving and handling procedures | | A & I |

| C. Professional Knowledge and Skills (continued) | Essential | Desirable |
|---|------------------|------------------|
| Knowledge of cleaning procedures required to meet specified standards | | A & I |
| Willingness to learn to use specialist equipment | | A & I |

| D. Personal Attributes | Essential | Desirable |
|--|------------------|------------------|
| Able to manage own workload | I | |
| Able to prioritise | I | |
| Able to show initiative | I | |
| Willingness to support Catholic life in schools | I | |
| Emotional resilience | I | |
| Ability to self-evaluate and reflect | I | |
| Ability to be respectful and promote equality of opportunity and diversity | I | |

| E. Safeguarding & Equality | Essential | Desirable |
|---|------------------|------------------|
| Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation | I | |
| Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice. | I | |
| Aware of equal opportunities in relation to this role | I | |
| Enhanced DBS & Online Check (Satisfactory) | I | |

Application (A) | Interviews (I) | References (R)