## Job Outline and Person Specification

### Job Description

**Post: Cleaner**

**Responsible to: Cleaning Supervisor**

**Grade: A**

**Location: Holsworthy Community College**

**Working pattern: 3.15pm to 5.45pm Monday to Friday term time**

**Plus three weeks cleaning during school holidays (one during Easter and two during summer)**

**Start Date:** **ASAP**

**Job Purpose:**

* To work on your own or as part of a team providing a thorough and effective cleaning service to all parts of school campus in accordance with the specified standards.
* To undertake deeper cleaning during school closure periods, as directed.
* The post holder is expected to be sympathetic towards the students and towards the ethos the staff have developed and to carry out their duties accordingly.

**Main Duties and Responsibilities:**

* Individually, or as part of a team, undertake any cleaning duties necessary to meet the required standards to ensure designated work areas are kept in a clean and hygienic condition.
* Duties will include cleaning, mopping, washing, sweeping, vacuum cleaning, buffing, emptying of litter bins, polishing and dusting of designated areas, which may include toilets, shower areas, fixtures and fittings.
* Assist in the moving of furniture and moveable fittings, to aid cleaning duties.
* Assist in securing the premises, e.g. shut windows, switch off lights and lock doors.
* Replenish consumables as required.
* Immediately report any building defects and vandalism to the cleaning supervisor.
* Immediately report any defects in cleaning equipment to the cleaning supervisor.
* Undertake additional cleaning duties and to cover absent colleagues, as instructed.
* Observe all Health and Safety requirements at all times.
* Take part in training, where necessary, to carry out your duties effectively and comply with Trust Safeguarding requirements.
* Undertake any other duties of a similar level or nature.
* Work areas may be re-designated from time to time.
* Duties may vary between term and closure periods when undertaking deeper clean.

On appointment, your main place of work will be at Holsworthy Community Collegebut you may be required to work at any other premises occupied by the Employer or any of the Employer’s Academies within Devon as directed by the Employer.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified.

### Person Specification

**Our Purpose:**

* The schools in the Dartmoor Multi Academy Trust exist to provide a rich and balanced educational environment which caters for the whole person- academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally.
* This is not confined to a traditional class-based education; instead, we provide a hub for children, parents, carers, staff and wider stakeholders to see each school as the heart of a healthy community. We raise aspirations and expectations for all, codified in our Trust mission statement.

**The mission of our Trust is to provide the highest possible quality of education for all local children, in order to ensure pupils from all backgrounds are able to succeed.**

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| Qualifications | |
| Essential | Desirable |
| Education and Qualifications | |
| * Good numeracy and literacy skills * Willingness to undertake induction training * Willingness to participate in on-going training |  |
| Experience | |
| * Proven experience of commercial cleaning * Manual handling   Customer focused environment |  |
| Knowledge | |
| * Working knowledge of Health and Safety procedures and regulations * Willingness to develop knowledge of ICT and other specialist equipment resources |  |
| Personal/Other Relevant Attributes | |
| * Flexible approach to working hours * Ability to work as part of a team and independently * Ability to demonstrate a practical approach to problem solving * Ability to communicate well with people of all ages and backgrounds * Highly motivated and enthusiastic * Ability to respond calmly to emergencies * Attentive to detail |  |
|  | |
| Willingness to participate in development and training opportunities  Considerable personal enthusiasm with a high level of integrity and professionalism.  Resilience – underpinned by good personal administrative and time management skills – the ability to work to deadlines and ensure completion.  Operate with a consistent and clear set of moral values that are compatible with the mission and values of the Trust.  Commitment to the highest standards of child protection.  Commitment to equal opportunities – and to upholding Trust policies. | * Current driving licence |
| Equal Opportunities | |
| * The Dartmoor Multi Academy Trust is committed to promoting a diverse and inclusive community: a place where we can all be ourselves and succeed on merit. We are an equal opportunities employer. | |
| Safeguarding | |
| * The Dartmoor 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. The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS). | |