

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Cleaner	Location	Lynn Grove Academy
Salary	NJC point 3 £25,614 (actual £10,687)	Hours	17.5 hours, 40 weeks. 16:00 - 19:30, Monday - Friday
Department	Estates & Facilities	Reports To	Facilities Manager

JOB PURPOSE:

To ensure the school is cleaned to a professional standard throughout, to carry out cleaning and associated duties.

KEY RESPONSIBILITIES AND DUTIES:

- Be responsible for cleaning certain parts of the school site as allocated by the Senior Facilities Assistant (this may vary from time to time).
- Use cleaning materials as instructed by the Senior Facilities Assistant, full training will be given where appropriate.
- Vacuum all carpeted areas and to wash or mop the floors of the cloakrooms and toilets in designated areas (Machine clean where practicable).
- Sweep all the uncarpeted floors thoroughly.
- Empty and clean bins and remove waste to designated areas.
- Spot clean spillages.
- Dust/wash carefully with clean dusters/cloths; desks, seats, ledges, skirting boards, and other places where dust lodges.
- Regularly clean toilets, toilet areas, and the replenishment of toiletries, etc.
- Cleanse hand basins in all toilets.
- Wash off dirty marks on wall tiling and mirrors.
- Clean internal glass, internal and external door glass.
- Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet.
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet.
- Periodically clean internal and external windows at ground level to a height of eleven feet.
- Check and close windows, switching off lights after work.
- Carry out such other duties as may be allocated from time to time, i.e. sickness cover.
- Report all defects/hazards immediately to the Facilities Manager/Facilities Assistant.

The Job Description is written with the purpose of ascertaining the main duties of the post but the post holder may be required to undertake such other duties as the Principal and Line Manager might determine within the range of duties reasonably expected of a member of support staff.

JOB REQUIREMENTS:

	Essential	Desirable
QUALIFICATIONS		• Basic First Aid Certificate in the Workplace.
EXPERIENCE		• Previous experience of working in a similar role and environment.

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KNOWLEDGE AND UNDERSTANDING		• Knowledge of Health & Safety and COSHH regulations.
SKILLS AND PERSONAL ATTRIBUTES	• Punctual, reliable, and trustworthy. • Able to manage time effectively. • Ability to work both alone and in a team. • Able to use own initiative. • Take personal responsibility for standard of work carried out.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.