

### Job Description

<b>Post:</b>	Cleaner
<b>Pay Scale:</b>	Grade 1 (SCP 1-3)
<b>Responsible to:</b>	Headteacher
<b>Main Location:</b>	School based

### Main Duties

- To clean, wash, sweep, polish, dust, empty litter bins in designated areas including toilets and associated facilities, and fixtures and fittings using, where appropriate, powered equipment.
- To become conversant with the operation and maintenance of cleaning and maintenance equipment.
- Liaise politely and effectively with all colleagues, pupils, carers/parents and any others connected to the school.
- Understand and follow cleaning schedules and instructions.
- Follow formal work practices and procedures at all times.
- Follow formal Health & Safety procedures at all times.
- Participate and contribute to on-going personal and employment development.
- Fulfill personal requirements where appropriate with regards to school/council policies and procedures, particularly Health & Safety, equal opportunities, customer care, emergency evacuation, security and standards in the workplace.

### Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

### Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

### General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*

<b>Person Specification</b>		
<b>Key E</b> Essential, <b>R</b> References, <b>I</b> Interview, <b>C</b> Certificate, <b>D</b> Desirable, <b>A</b> Application		
	<b>Essential / Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	D	A/I
NVQ Level 1 Cleaning.	D	A/I
Previous cleaning experience and familiar in the use of equipment and materials associated with cleaning.	D	A/I
<b>Knowledge &amp; Experience</b>		
Experience in cleaning in the public/private sector	D	A/I/R
To be capable of undertaking cleaning duties to meet the required standards and to carry out all associated tasks.	E	A/I
Must have high hygiene standards both operational and personal	E	A/I
Ability to work to a Contract Specification	D	A/I
Must have a high awareness of confidentiality	E	A/I
<b>Technical Skills &amp; Ability</b>		
Ability to identify a colour coded system operation	E	A/I
Use of powered equipment	D	A/I
<b>Personal characteristics</b>		
Willing to take part in training, as and when necessary	E	A/I/R
Ability to work on own initiative	E	A/IR