

## JOB DESCRIPTION

Job Title	Cleaner
Responsible to	Site Manager

**Job Purpose:**

- To ensure that our school premises are cleaned to a high standard providing a professional and reliable cleaning service, meeting customer service standards, health and safety requirements and reporting faults or matters of concern as necessary.
- To undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition. This will be by following a cleaning rota (under a separate cover) with daily, weekly and termly achieved components.

**Key Accountabilities:**

- Follow the cleaning rota in an effective manner. This will involve:
  - Carrying out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.
  - The cleaning rota may vary between term-time and school closure periods.
  - Reporting hazards, such as fire hazards, blockages, etc.
  - Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
- Selecting suitable cleaning materials and methods dependent on the surface/object being cleaned.
- Reporting to management, any item that is not covered adequately by the cleaning rota.
- Deciding when to move or not to move paperwork when cleaning classrooms, offices and staff rooms.
- To contribute as an effective and collaborative member of the Cleansing Team, this will involve:
  - Participating in training to be able to demonstrate competence.
  - Participating in first aid training as required.
  - Participating in the ongoing development, implementation and monitoring of the service plans.
  - Championing the professional integrity of the school
  - Supporting Customer Focus, Best Value and electronic management of processes.
  - Actively sharing feedback on school policies and interventions

### Safeguarding Commitment

STEP 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. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and Anti-Racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

Job Title: Cleaner

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
Previous experience of cleaning		✓	✓		
<b>Knowledge &amp; Understanding</b>					
To communicate clearly, be able to understand and carry out both verbal and written instructions.	✓		✓	✓	
<b>Skills &amp; Abilities</b>					
Understanding of the basic principles of health & safety in a school environment including COSHH and manual handling	✓		✓	✓	
Ability to carry out the work under minimal supervision	✓		✓	✓	
Ability to adhere to working procedures and policies within the school environment.	✓		✓	✓	
Ability to operate as part of a team and / or individually.	✓		✓	✓	
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners.	✓		✓	✓	
Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.	✓		✓	✓	
Ability to work within a flexible rota system to fulfil the cleaning rota within the required time period, to the quality standard expected, and to ensure the needs of the school are met.	✓		✓	✓	
<b>Personal Skills and Attributes</b>					
To be able to adapt the cleaning rota to comply with the service delivery of the Academy.	✓		✓	✓	
<b>Special Requirement</b>					
Undertaking an Enhanced DBS check is required for this role	✓				
Must have clearance to work in the UK	✓		✓		