



CLEANER
JOB DESCRIPTION & PERSON SPECIFICATION



Cleaner

Grade: 1, spine point 2

Hours of work: 3 hours per day, 15 hours per week (all year round)

Responsible to: Executive Principal, Senior Leadership Team and Caretaker/Site Manager

Job Description

The post holder reports to the Cleaner, other main contacts are the Principal and other members of the Senior Leadership Team, pupils and other visitors

Main Purpose of the Job:

To provide a flexible cleaning service within school as required by the Executive Principal and Senior Leadership Team

Main Duties:

1. Ensure all duties are undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations, established safe systems of work and school policies, practices and procedures.
2. Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of school buildings.
3. Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.
4. Assist in the care of equipment, materials and storage areas used in cleaning the building.
5. Provide an efficient and effective removal, storage and waste disposal service.
6. Identify and report building and equipment faults promptly.
7. Prepare rooms for use, including functions and events and clear rooms after use.
8. Participate in training as required.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Wise Owl Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description, but are relevant to the work of the post-holder.

This role may require the post holder to work across or at any of the Academies within the Wise Owl Trust. Where the post-holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Signed **Print Name** **Date**





Person Specification

- Ability to work as part of a team or individually
- Ability to develop good working relationships with all contacts.
- Ability to understand simple instructions.
- Ability to carry out cleaning functions and associated duties to specified standards.
- Ability to use building cleaning materials and equipment in a range of situations (training will be provided where necessary).

Personal Style and Behaviour

- Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure check.
- Commitment to continuous service improvement.
- Personal commitment to self-development.
- Willingness to work flexibly and to undertake any other duties instructed by the Principal.
- Willingness to carry out duties with regard to the Trust's Equal Opportunities Policy.
- Staff should display a personal commitment to the Academy's professional standards, including dress code and code of conduct, at all times.

The Wise Owl Trust, Trustees and Governors are committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. All staff and volunteers will be expected to complete a DBS (disclosure and barring service) check and also complete any other safeguarding documentation as and when requested.

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.

