



### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Cleaner</b>
<b>ACADEMY:</b>	Initially deployed at Village Primary Academy
<b>GRADE:</b>	Grade B (SCP 4) - £18,933 (pro rata to hours worked)

**JOB PURPOSE:**

This is a key role in the school team. The person/s appointed will need to undertake, individually or as part of a team, the cleaning of designated areas to ensure they are kept in a clean and hygienic condition.

**KEY TASKS**

1.	Be aware of and follow Health and Safety at Work regulations, COSHH guidelines.
2.	Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing and emptying of litter bins.
3.	Periodic cleaning of premises and furnishing during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass.
4.	Use of all types of electrical cleaning equipment, e.g. scrubber/polishers, carpet extraction machines subject to appropriate training.
5.	Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene.
6.	To work at all times under the direction of the Site Manager.
7.	To inspect and report any defects to the Site Manager.
8.	To replenish all consumables as and when required e.g. soap, toilet paper
9.	Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.
10.	To clear spills and accidents as and when necessary
11.	To work as part of a team with other teaching and non teaching staff
12..	To understand the implications of working alongside children
13..	To carry out 'the annual clean'
14.	Follow all procedures and policies in relation to the work of the Academy where related to this role, eg, safeguarding, code of conduct, H&S etc.

**STANDARD DUTIES**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School / Trust, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.



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4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

### CONTACTS:

Colleagues working within the Trust, School, Pupils, visitors to the Academy.

### RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT:

<b>RESPONSIBLE TO:</b>	Sites Manager
<b>RESPONSIBLE FOR:</b>	

### SPECIAL CONDITIONS:

Enhanced DBS Disclosure is required

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

**The Harmony Trust is committed to safeguarding and promoting the welfare of all children. We expect all our staff to share this commitment.**

Chief Executive: Mr Antony Hughes

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**PERSON SPECIFICATION****Job Title:** Cleaner

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	Willingness to undertake NVQ 2 in related subject e.g. Cleaning & Support Services or 2 years' experience in an equivalent role  Numeracy and literacy skills	NVQ 2 in Cleaning & Support Services or equivalent	AF / I   AF / I   AF / I
<b>Experience</b>	Experience of cleaning  Experience of using a variety of cleaning equipment  Experience of completing straightforward paperwork		AF / I  AF / I   AF / I   AF / I
<b>Skills &amp; Abilities</b>	Ability to work as part of a team  Ability to communicate well with adults and children  Ability to demonstrate a practical approach to problem solving  Organisational skills to prioritise work, to work to deadlines and work on own initiative  Basic ICT skills to enter data into a computer and keep simple records		AF / I  AF / I  AF / I  AF / I   AF / I



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	Ability to respond calmly to emergencies		AF / I
	Able to undertake some tasks which need some physical effort and fitness appropriate to the duty		AF / I
<b>Knowledge</b>	An understanding of health & safety procedures and regulations e.g. COSHH, including safe moving, lifting & handling		AF / I
	Understand and recognise the importance of ensuring a secure and safe environment		AF / I
	Understanding the importance of safeguarding and confidentiality to protect pupils		AF / I

*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**