



<b>Organisation:</b>	Watergrove Trust
<b>Academy:</b>	Wardle Academy
<b>Section:</b>	Associate Staff
<b>Location:</b>	Birch Road, Wardle, Rochdale, OL12 9RD
<b>Job Title:</b>	Cleaner
<b>Scale:</b>	<i>Grade 2, points 3 to 4</i>
<b>Hours of Duty</b>	10 hours per week, term time only. Hours to be confirmed
<b>Accountable to:</b>	Headteacher & Site Manager

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **RESPONSIBILITIES**

The postholder must:

- Perform his/her duties in accordance with Equal Opportunities Policies.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

### **PURPOSE AND OBJECTIVES OF THE ROLE**

- To assist Academy staff in the raising of standards in the Watershed and Anderson Suites and promotion of the Academy.
- To undertake the cleaning of designated areas and associated premises as allocated. To ensure the standards are such that they meet the terms of the cleaning and hygiene specifications of the Academy.

## **Safeguarding**

- Fulfil responsibilities and obligations in relation to the safeguarding of children.

## **Financial**

- Resources

## **Equipment/Materials**

- To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the postholder.
- To adhere to the school/Trust rules and regulations relating to the use of ICT, email and intranet/internet access.

## **Health/Safety/Welfare**

- Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust.

## **Training and Development**

- The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Associate Staff Appraisal Framework.

## **Relationships (not exhaustive)**

Headteacher	Senior Leadership Team	Teachers	Parents/Carers
Students	Associate Staff	Visitors	External
Agencies			

## **Values and Behaviours**

Our mission is to be ever "Providing more" to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate



## The Wardle Way:



Wardle Academy has high expectations of its students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

### **PRINCIPAL RESPONSIBILITIES**

#### **Equipment**

- Basic maintenance and repair of equipment where possible.

#### **Materials**

- Organisation of storage areas for equipment, resources and materials.
- Check material stores and rooms are clean and tidy.
- Cleaning classrooms, changing rooms, toilet areas, corridors, offices and other areas within the site.
- Sweeping, mopping or vacuuming the floor areas.
- Use of electrical cleaning equipment where appropriate.
- Polishing/dusting of fixtures and fittings.
- Emptying of litter bins.
- Cleaning of all sanitary areas, toilets, showers and bathrooms and daily replenishment of toilet disposables such as soap, paper towels and toilet rolls.
- Periodic cleaning, including skirting boards, pipes and window ledges.
- To report any faulty equipment/machinery and potential hazards to the Site Manager.
- To store chemicals/consumables in a safe and secure place and to ensure efficient and effective usage.
- Any other duties commensurate with the post.



## **SECONDARY DUTIES**

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
- Work collaboratively across departments with colleagues and students to ensure the Academy & Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
- To demonstrate unconditional positive regard to all students in the academy at all times.
- To undertake training to provide First Aid cover as required.
- To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
- To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the postholder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
- To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
- To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
  - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.



- b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, eg operate safe working practices including both mental and physical wellbeing.
  - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- 
- To attend and participate in meetings as required.
  - Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
  - Support the Academy & the Trust in meeting our legal requirements for worship.
  - Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Postholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly as part of the appraisal cycle and may be subject to modification or amendment at any time after consultation with the postholder.*



## Watergrove Trust Person Specification

<b>Organisation :</b>	<b>Watergrove Trust</b>		
<b>Academy:</b>	<b>Wardle Academy</b>	<b>Post:</b>	<b>Cleaner</b>
<b>Section :</b>	<b>Associate Staff</b>	<b>Grade:</b>	<b>Grade 2 (points 3-4)</b>

### **Note to Applicants:**

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you **MUST SHOW YOU HAVE** to be considered for the job. **(E = Essential, D = Desirable,)**

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.\*

**(I = Interview, PDR = Professional Development Record, C = Certificate, AF = Application Form)**

For example: Where **(AF)** is indicated next to an *Essential Criteria* you **MUST** include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Please do not leave gaps in employment.

<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified:*</b>
<b>Qualifications</b>		
GCSE grade C (or equivalent) in Maths and English	D	AF, C
Health and Safety Qualifications	D	AF, C
<b>Knowledge, Ability &amp; Personal Qualities</b>		
The importance of safeguarding/child protection when working in a school setting	E	AF, C
Tell us about your ability to undertake cleaning duties to the highest standards	E	AF, I
Tell us about your ability to operate powered cleaning equipment e.g. vacuums, floor cleaners	E	AF, C
Tell us about your ability to use cleaning products in accordance with safe working practices	E	AF, C
Health and safety requirements	E	AF, I
Use initiative and work independently as required	E	AF, I
Work to specific instructions	E	AF, I
Stock management, efficient storage of stock, etc	E	AF, I
Excellent organisational and time management skills	E	AF, I



Ability to establish and maintain positive working relationships	E	AF, I
Working with young people in a school setting	D	AF, I
Communicate effectively with staff and students	E	AF, I
Ability to write clearly and accurately	E	AF, I
Teamwork and the sharing of best practice	E	AF, I
Enthusiasm and pride in your work	E	AF, I
Appropriate appearance and presence	E	AF, I
Sense of humour	E	AF, I



<b>Values and Behaviours</b>		
<p>The Wardle Way:</p> <p>W - Well-being  A - Ambition  R - Respect  D - Diversity  L - Leadership  E - Excellence</p> <p>Please confirm that you are willing to adhere to these values</p>	E	AF, I
<b>Special Working Conditions</b>		
Requirement to undertake First Aid Training and provide first aid cover as necessary, participating on the rota of provision.	E	AF, I
Full Driving licence	D	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	
You will be expected to at times work outside normal working hours to participate for example supporting at Art Events, Open Evenings as and when required	E	AF, I

