

## Job Description

### Teacher and Support Staff

<b>Role:</b>	<b>Cleaner</b>
<b>School:</b>	Beckfoot Upper Heaton
<b>Salary/Grade:</b>	Band 1
<b>Reporting to:</b>	Premises Manager/Cluster Business Manager

### Core Purpose of the Post:

To undertake, normally as part of a team, the cleaning of designated areas within the school premises to ensure that they are kept in a clean, safe and hygienic condition.

### Main Duties and responsibilities:

The jobholder enables the children and staff of the school to work and learn in a safe, clean and hygienic environment through:

- Cleaning premises as directed by written and/or oral instructions.
- Performing cleaning duties with due care and in the manner specified.
- Exercising care in the treatment of equipment and premises.
- Taking reasonable steps to ensure that the security of the premises is not compromised by leaving doors and windows etc. open or unlocked.
- Exercising responsibility towards users of the building and to self through safe and proper usage of cleaning materials and equipment.

### Supervision and range of decision making:

- Works to specified cleaning programme that may be varied from time to time according to the priorities of the school.
- Expected to exercise some initiative in dealing with minor problems arising in the course of duty.
- Required to inform the supervisor of any unsafe equipment or building hazards that are encountered.

### Communications and working with others:

- Able to read labels and instructions for use of cleaning products and appliances.
- Able to read and understand policies and procedures relevant to the role.
- Able to understand written and verbal instructions.
- Ability to work well as part of a team.

### Resources:

- Cleaning materials and equipment.

### Professional development:


- Engage proactively with the school's appraisal process.
- Participate in and take responsibility for your continuing professional development.

### Other Considerations:

- Promote and safeguard the welfare of students.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/values/aims of the Trust and the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in extracurricular activities, such as outings, social activities and sporting events; including a willingness to participate in occasional overnight visits;

**Other duties commensurate with the grade of the post as required by the Headteacher and SLT.**

<b>Safeguarding:</b> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
<b>Advanced Threshold Fluency Duty Required:</b> In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> <li>• Express themselves fluently and spontaneously at length effortlessly.</li> <li>• Explain difficult concepts simply without hindering the natural smooth flow of language.</li> <li>• Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.</li> </ul>	
<b>Notes:</b> This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
<b>Date:</b>	06/08/20

<b>Person Specification</b> <b>Teachers and Support Staff</b>		
<b>Role:</b>	<b>Cleaner ( Band 1)</b>	
	<b>Essential Requirements</b>	How Identified
<b>Qualifications</b>	Willingness to participate in training that will improve individual performance.	Application
<b>Experience</b>	Previous cleaning experience.	Application References Interview
<b>Training</b>	Training in health and safety and manual handling would be advantageous but not essential as full training will be provided	Application Interview
<b>Knowledge, Skills and Ability</b>	Knowledge of Health & Safety, safe working systems and procedures.	Application Interview
<b>Personal Circumstances</b>	Must be legally entitled to work in the UK. No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)	Application Interview
<b>Disposition and Attitude</b>	Ability to relate well to students and adults. Willing to participate in training to improve performance. Ability to work constructively as part of a team. Flexibility and willingness to accept change. Approachable, courteous and able to present a positive image of the school to callers and visitors. Maintain confidentiality in matters relating to the school, its students and its staff.	Application Interview References
<b>Physical</b>	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.	References Interview
<b>Equality</b>	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview