**Support Staff Job Outline & Person Specification**

|  |  |
| --- | --- |
| **Position Title** | **Cleaner** |
| **Location** | Okehampton College |
| **Reporting to** | Cleaning Supervisor |
| **Job Term** | Permanent, Part Time |
| **Hours** | 15 hours per week during term time plus an additional 45 hours to be worked flexibly during school holidays by arrangement with the Cleaning Supervisor |
| **Work Pattern** | 3.30pm to 6.30pm, Monday to Friday |
| **Salary** | £9.25 per hour (plus holiday pay enhancement) |
| **Organisation** | The Dartmoor Multi Academy Trust |
| **Effective date of JD** | As Soon As Possible |

There are 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

On appointment, your main place of work will be at Okehampton College but you may be required to work at any other premises occupied by the Employer or any of the Employer’s Academies within Devon as directed by the Employer.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose:**

To work on your own or as part of a team providing a cleaning service to all parts of the college in accordance with the specified standards. The post holder is expected to be sympathetic towards the students of the College, towards the ethos the staff have developed and to carry out their duties accordingly.

**Main Duties and Responsibilities:**

* Individually or as part of a team undertake any cleaning duties necessary to meet the required standards within a designated work area. Work areas may be redesignated from time to time.
* Assist with cleaning duties in other areas, to cover for staff absences.
* Assist in the moving of furniture and moveable fittings, to aid cleaning duties.
* Assist in securing the premises, eg shut windows, switch off lights, lock doors.
* Replenish consumables as required.
* Undertake external cleaning duties if instructed.
* Immediately report any building defects and vandalism to the Supervisor.
* Immediately report any defects in cleaning equipment to the Supervisor.
* Observe all Health and Safety requirements at all times.
* Take part in training, where necessary, to carry out your duties effectively.
* Any other duties of a similar level or nature.

**Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

* + Acceptable Use Policy
  + Records Retention Policy
  + Personal Data Breach Procedure
  + Employee Code of Conduct
  + E-safety Policy
  + Social Media Policy
  + Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of those contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** |
| Management | * No line management / supervision. |  |
| Experience |  | * General knowledge and experience of cleaning. |
| Practical Skills | * Ability to use tools/equipment associated with cleaning. |  |
| Communication | * Ability to listen to and comply with instructions. * Ability to communicate effectively at all levels. |  |
| Personal Qualities | * Ability to work flexibly according to the needs of the school. * Ability to work on own initiative and within the team. * Ability to be self-motivated and motivate others. * Approachable manner and a positive, helpful attitude. |  |
| Technology / IT Skills | * Basic use of office software. |  |
| Education and Training | * Willingness to undertake training to enable role to be carried out effectively. | * Moving and handling training. * Working at heights training. * Awareness of Health and Safety at work legislation. * Knowledge of COSHH. |
| Physical | * Able to carry out the duties that will require moving and handing of equipment relevant to the post. |  |
| Equal Opportunities | * The Dartmoor Multi Academy Trust is an equal opportunities employer. |  |

**All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the**

**welfare of children and young people and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure**

**Barring Service (DBS).**