

# Bridgwater and Taunton College Trust

Cleaner.



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Grade: BTC Scale 01, Point 1.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

## Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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### Core Purpose

To ensure the designated area is cleaned to appropriate specification as directed by the Academy and in accordance with Health and Safety requirements

### Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

Empty waste bins and dispose of collection bags safely

- Wash, clean and polish floors using appropriate machinery and cleaning agents
- Wipe down, dust and polish furniture in a careful and thorough manner, checking tables and chairs for any damage likely to cause injury.
- Undertake a deep clean during holiday periods, including washing walls, furniture and fixtures
- Operate a safe working environment for people still in the building (display appropriate safety signs etc.)
- Maintain the cleaning storage area in a clean, tidy and safe condition
- Maintain records of use of equipment and materials as required by the Academy, and/or COSHH
- Report faults in equipment to the appropriate person in the Academy as soon as possible
- To be responsible for the health and safety and welfare of themselves and others
- To be responsible for the safeguarding and promotion of the welfare of children
- To be a team player and contribute within own capabilities towards the Academy
- The post-holder may from time to time be required to carry out other duties commensurate with the role

Problem Solving and Creativity

- Working environment can be across the entire Academy campus
- Decision Making
- Works to strict deadlines within well-known routines and specifications
- Refers problems or difficulties to the Cleaning Supervisor

Relationships

- Reports to the Cleaning Supervisor
- Has no direct supervision of staff
- Has regular contact with staff, students, parents and members of the public

### Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses

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- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

### Person Specification

Area to be assessed	Essential criteria	Desirable criteria
<b>Safeguarding</b>	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
<b>Qualifications/Experience</b>	Basic level of education  Pleasant, courteous manner	
<b>Knowledge/Skills</b>	Experience of using heavy duty cleaning equipment, e.g., office/school environment would be beneficial	