

# Advert, JD & PS

## JOB DESCRIPTION

<b>JOB TITLE</b>	School Cleaner
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	West St Leonards Primary Academy
<b>RESPONSIBLE TO</b>	Principal, Business Manager & Facilities Manager
<b>RESPONSIBLE FOR</b>	Cleaning
<b>MAIN PURPOSE OF THE JOB</b>	School Cleaner – all areas
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the Principal, Business Manager or Facilities Manager
<b>2</b>	To operate cleaning machinery in accordance with instructions
<b>3</b>	To dilute and use cleaning materials as instructed
<b>4</b>	To collect and remove waste/rubbish from work area to collection point as directed.
<b>5</b>	To clean and maintain cleaning equipment as instructed
<b>6</b>	To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff
<b>7</b>	To comply with instructions relating to security and confidentiality
<b>8</b>	To be a key holder and undertake closing procedures
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
<b>Date: 18/12/2019</b>	
<b>Additional Information</b>	

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

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

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

#### **EDUCATION AND QUALIFICATIONS**

- 1.1 Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials

#### **KNOWLEDGE AND EXPERIENCE**

- 2.1 Experience of undertaking a range of cleaning duties

#### **KEY SKILLS AND ABILITIES**

- 3.1 Ability to work effectively and supportively as a member of the school team
- 3.1 Ability to work in an organised and methodical manner
- 3.2 Ability to act on own initiative, dealing with any unexpected problems that arise
- 3.3 Ability to demonstrate commitment to Equal Opportunities

#### **PERSONAL ATTRIBUTES**

- 4.1 Willingness to clean any area of the school as requested by the Facilities and/or Principal
- 4.2 Willingness to take personal responsibility for standard of work carried out.
- 4.3 Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge
- 4.4 Willingness to maintain confidentiality on all school matters

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