

# Job Description



This Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Cleaner - Janitor		
<b>School</b>	Arden		
<b>Band and Salary</b>	Band A £22,366 - £22,737 Pro rata		
<b>Responsible to</b>	Site Manager		
<b>DBS Check</b>	Yes Enhanced Childrens		
<b>Contract</b>	39 weeks - Term Time only plus Inset days		

## 1. Job Purpose

The post holder will assist be responsible for ensuring all communal toilet and cloakroom areas around the school are maintained.

## 2. Key Responsibilities

### 2.1 Main Duties

Under the direction of the Site Manager to be responsible for ensuring all communal toilet and cloakroom areas around the school are checked, cleaned and maintained regularly throughout the school day:

Ensuring all touch points are cleaned regularly  
Refilling hand sanitiser  
Refilling paper towels  
Sweeping, mopping if necessary  
Emptying bins.

Removal of litter from around the school site.

Methodical replenishment and maintenance of stocks for First Aid boxes across the school site.

Comply with any other reasonable instructions given by the Site Manager.

Follow relevant Health and Safety regulations and correct hygiene and safety procedures at all times.

Be immaculately presented in the correct uniform and maintain good personal hygiene at all times.

	Any other duties consistent with the job purpose, role and grade, including training
<b>2.2</b>	<b>People</b>
	No management or supervisory duties.
<b>2.3</b>	<b>Safeguarding</b>
	The Trust is committed to keeping children, young people and adults at risk safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and adults at risk for whom she/he is responsible or comes into contact with.
<b>2.4</b>	<b>Financial</b>
	To assist in the monitoring and control of all relevant financial and administration systems, liaising with your line manager to meet existing and future requirements. For example: <ul style="list-style-type: none"> <li>• Minimise wastage</li> <li>• Stock control</li> </ul>
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	Ensure the safe and proper use of any relevant buildings and equipment in accordance with Trust Policy.
<b>2.6</b>	<b>Health &amp; Safety</b>
	Health and safety laws require all employees to help the Trust maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Trust, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis. All duties and responsibilities must be carried out in line with the Trust's Health and Safety Policy and any local safety procedures.
<b>2.7</b>	<b>Information Management</b>
	As an employee of Arden Multi Academy Trust, the post holder will be expected to manage information in accordance with standards outlined in the relevant policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.
<b>2.8</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant Trust policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3.</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may, in exceptional circumstances, be asked to consider a transfer to any post appropriate to their grade at such a place as in the service of the Trust.
<b>3.2</b>	<b>Equal Opportunities</b>
	Arden Multi Academy Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust therefore retains the right to amend job descriptions to reflect changing requirements.

	<b>3.4</b>	<b>Training and Development</b>
		<p>The Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs and to maintain a professional portfolio of evidence to support the Appraisal process, evaluating and improving own practice. All employees will be required to undertake annual Safeguarding and Health &amp; Safety Training</p>
	<b>3.5</b>	<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.</p> <p>Elements of this job description and changes to it may be negotiated at the request of either the Chief Executive, Associate Headteacher or the incumbent of the post.</p>