

Job Description

Job Name:	Cleaner – Academy
Line Managed by:	Site Manager
Professionally reports to:	Site Manager
Special Conditions of role:	Key holding duties may apply School cleaners must take holidays in periods of school closure. Where a uniform and identification is provided this must be worn. Protective clothing including rubber gloves may be required to be worn at all times to comply with Health and Safety Regulations.
Purpose of the Job:	
To undertake cleaning duties under the supervision of Site Manager / Caretaker within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.	
Key Objectives of the Job:	
<u>Duties/Responsibilities:</u>	
To undertake cleaning duties, individually or as part of a team, the cleaning of a designated area(s) and ensure they are kept in a clean and hygienic condition. This will be carried out under the supervision of Site Manager / Caretaker within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.	
You will take part in maintaining the cleaning of a designated area of the Academy. You will:	
• Be responsible for cleaning certain parts of the Academy site as allocated by the Site Manager / Caretaker (this may vary from time to time). • Use cleaning materials as instructed by the Site Manager / Caretaker. • Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers. • Understand and follow cleaning schedules and instructions. • Carry out the following duties: ○ Vacuum cleaning hard and soft floors; ○ Spot cleaning spillages; ○ Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass; ○ Emptying and cleaning bins; ○ Cleaning toilets, sinks and surrounds, and fixtures and fittings; ○ Mopping and spray cleaning hard floor surfaces; ○ Wiping and polishing and straightening furniture; ○ Replenishing janitorial supplies in toilets etc.; ○ Checking and closing windows, switching off lights after work; ○ Such other duties as may be allocated from time to time; ○ All defects/hazards must be immediately reported to the Site Manager / Caretaker or Associate Principal.	
You will maintain Health and Safety procedures at all times. You will:	
• Ensure security of the building .e.g. check windows and doors are closed/locked. • Report any faults to electrical cleaning equipment, do not use until fault is repaired. • Ensure correct policy and procedures are maintained, including Health and Safety COSHH, Manual Handling etc.	



- Only use authorised cleaning materials, ensure the correct dilution rates as directed and used for the purpose indicated.
- Ensure all PPE issued is worn at all times, including tabards and rubber gloves.
- Display wet floor signs when cleaning floors.

You will be an effective part of the Academy team. You will:

- Work as part of a multi-disciplinary team.
- Participate in training sessions as required.
- Maintain Trust and Academy policies and procedures, where appropriate, with regard to Academy policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.

Academy Ethos, Values & Aspirations

- Upholding and respecting the ethos and vision of the Trust and the Academy.
- Ensuring polite, positive relationships are reflected and promoted in communicating and working with all academy and Trust stakeholders, including staff, parents and children.
- Ensure positive and supportive values are modelled at all times.
- Work at all times in a collaborative manner as part of a wider team of personnel.
- Communicate effectively and politely.
- Uphold and support all Trust and academy policies, vision and values.

Financial Accountabilities:

- Have an awareness of cost / benefit as applicable to tasks performed.

People Accountabilities:

- Responsible for supporting others including cleaning team members.
- Not responsible for the development of others.
- The job may involve the demonstration of duties to support and train new employees or trainees.

Knowledge and applied skills:

- Able to perform role to the required standard within a short period after completion of training.
- Physical effort is required at frequent intervals, including standing, walking, lifting, carrying, pushing and pulling and working in awkward positions.

Behavioural Competencies:

- Work independently.
- Use initiative to find solutions.
- Team approach.
- Flexible attitude.

Safeguarding:

As an employee of the Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Equality Diversity and Inclusion:

The Trust is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.



Health and Safety:

The post holder is responsible for

Health and Wellbeing:

As an employee of the Trust you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Person Specification

	ESSENTIAL	DESIRABLE	Method of Assessment
Educational attainment	Basic general education	- City & Guilds - PAT testing - First Aid - Trade Qualification	Application Form Certificates Interview
Work experience	Experience of cleaning and maintaining a routine to timescale	Experience in cleaning in a school environment / the public / private sector.	Application form Interview References
Knowledge / Skills / Aptitudes	- Numerical and written skills - Knowledge of Health & Safety within a school environment - Good communication skills - Able to work on own initiative and as part of a team - Willingness to learn new skills and attend training - Ability to clean to a high standard - Use of powered equipment. - Understanding of the importance of confidentiality / safeguarding / child protection within a school setting and to work with due regard to the Trust and Academy policies on safeguarding	- Ability to deploy and supervise a team of cleaners - Health & Safety Training - Professional development and training in areas relevant to the role of cleaner and the requirements of the job description - Knowledge of schools and issues relating to health and safety in regulations	Application form Interview References
Disposition	- Willingness and ability to respect and understand the Trust and Academy values and ethos of the Academy and to work within this context - Committed to safeguarding and promoting pupil welfare - A desire to be a part of this close, friendly Academy team - Willingness to undertake training as required or necessary for the good of the Academy and the requirements of the role - Committed to treating all groups of people with equality and respect		Application form Interview References



Personal Qualities	• Reliable and hard working • Ability to establish good working relationships with children, parents, staff and contractors • A genuine desire to work in a school setting and to take pride in how it looks and how clean and safe it is • Practical 'hands on' attitude • Flexibility to work as part of a small team, helping out wherever required • Polite & friendly • Ability to communicate well with others and to promote friendly, professional working relationships	Ability to reflect the values of the Academy in the manner in which you conduct yourself.	Application form Interview References
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