Job Description	
Post:	Cleaner
Pay Scale:	Grade 1 (SCP 1-3)
Responsible to:	Headteacher
Main Location:	School based

Main Duties

- To clean, wash, sweep, polish, dust, empty litter bins in designated areas including toilets and associated facilities, and fixtures and fittings using, where appropriate, powered equipment.
- To become conversant with the operation and maintenance of cleaning and maintenance equipment.
- Liaise politely and effectively with all colleagues, pupils, carers/parents and any others connected to the school.
- Understand and follow cleaning schedules and instructions.
- Follow formal work practices and procedures at all times.
- Follow formal Health & Safety procedures at all times.
- Participate and contribute to on-going personal and employment development.
- Fulfill personal requirements where appropriate with regards to school/council policies and procedures, particularly Health & Safety, equal opportunities, customer care, emergency evacuation, security and standards in the workplace.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / Desirable	**Evidence**
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Desirable	A/I
NVQ Level 1 Cleaning.	Desirable	A/I
Previous cleaning experience and familiar in the use of equipment and materials associated with cleaning.	Desirable	A/I
Knowledge & Experience		
Experience in cleaning in the public/private sector	Desirable	A/I/R
To be capable of undertaking cleaning duties to meet the required standards and to carry out all associated tasks.	Essential	A/I
Must have high hygiene standards both operational and personal	Essential	A/I
Ability to work to a Contract Specification	Desirable	A/I
Must have a high awareness of confidentiality	Essential	A/I
Technical Skills & Ability		
Ability to identify a colour coded system operation	Essential	A/I
Use of powered equipment	Desirable	A/I
Personal characteristics		
Willing to take part in training, as and when necessary	Essential	A/I/R
Ability to work on own initiative	Essential	A/IR
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R