JOB DESCRIPTION

JOB TITLE	Cleaner
SCHOOL	Charter Academy
GRADE	Grade 1, Point 3
HOURS	13.75 hours per week, 43 weeks per year. Working 3.15pm to 6.00pm Monday to Friday

Job Purpose:

Undertake the cleaning of designated areas within the school, to ensure that they are kept in a clean and hygienic condition. Work will entail regular and one-off cleaning tasks and duties as directed by the Site Services Officer/School/Trust.

Main Duties and Responsibilities:

1. Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
2. Emptying rubbish bins.
3. Polishing and dusting of the designated areas, (including toilets and shower areas).
4. Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
5. Cleaning of bodily fluids as and when required, including the use of specialist chemicals where needed.
6. Moving furniture and equipment to assist cleaning.
7. Opening and locking doors as required, collecting and returning keys to the Site Service Officer.
8. Making sure that work is carried out to the standard required by the Site Services Officer.
9. Reporting any hazards, defects and/or any relevant factors of equipment, building or environment safety that may be detrimental to safe working practices, immediately to the Site Service Officer.
10. Act in accordance with academy practice that clients are treated courteously.
11. Any other duties and responsibilities within the range of the salary grade.

GENERAL

1. Treat with confidentiality any personal, private or sensitive information received.
2. Carry out other duties as may reasonably be required from time to time to meet the evolving nature of the Trust.

3. Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, prevent, data protection, finance and health and safety procedures and other staff policies and procedures.

4. To be accountable for promoting and safeguarding the welfare of students responsible for or in contact with.

Postholder reports to : Site Services Officer
Support to : Cleaning Team

Charter Academy is committed to safeguarding, promoting the welfare of children and young people/vulnerable adults and creating a culture of vigilance and expects all staff and volunteers to share this commitment and vigilance. The successful candidate will be required to undergo an enhanced DBS check.

PERSON SPECIFICATION

JOB TITLE	TEMPORARY CLEANER
GRADE	Grade 1 - £23,656 per annum (£8,378 pro rata to hours and weeks worked)
HOURS	13.75 hours per week, 43 weeks per year. Working 3.15pm to 6.00pm Monday to Friday

ATTRIBUTES	JOB REQUIREMENTS	CRITERIA MEASURED BY
Knowledge:	• Knowledge of moving and handling procedures • Basic Health and Safety in a school environment	A,I A,I
Skills and Abilities:	• Able to clean to a required standard. • Able to understand and respond to verbal instructions. • Ability to read and write for the purposes of understanding warning notices etc. on cleaning chemicals and general information and completing basic forms such as timesheets, etc. • Able to meet the physical demands of the job ie lift and move heavy cleaning equipment and furniture, e.g. floor polishers; vacuum cleaners, etc. • Able to stand; bend and stretch to undertake cleaning duties such as cleaning; sweeping and vacuuming for the duration of the shift. • Ability to prioritise work • Ability to manage time effectively. • Able to work unsupervised. • Able to work as a team. • Ability and willing to undertake training on basic health and safety in the cleaning environment. • The wish to take pride in a job well done and with high standards of cleanliness • Able to adhere to the Equal Opportunities Policy.	A,I, R A,I, R A, I A,I, R A,I, R A,I, R A,I, R A,I, R A,I, R A, I A, I A, I
Training	• Training will be provided	A, I
Educational: **Special Requirements:**	• Good numeracy/literacy skills • NVQs or equivalent qualification desirable. • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory disclosure and barring service check will be required prior to appointment.	A, I A A, I, R

Safeguarding	In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline.	I

A = Application Form, I = Interviews, R = References

Responsible to: Site Services Officer

Location: Charter Academy

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