

**POST:** Cleaner  
**ACCOUNTABLE TO:** Cleaning Supervisor  
**GRADE:** NJC Band 2 (Point 6) – FTE £16394 (Actual Salary - £3745). This position is subject to the Living Wage Foundation's Living Wage of £8.75 per hour, which is reviewed on an annual basis  
**HOURS PER WEEK:** 10  
**CONTRACT:** Permanent  
**WORKING HOURS:** 1430 – 1630 Monday – Friday.  
**WORKING WEEKS:** Term Time only + 5 Professional Development Days

### **SPECIFIC RESPONSIBILITIES**

- To carry out cleaning duties in any area allocated by the Cleaning Supervisor to the required standard and within the allocated time (allocated areas are subject to change as required).
- Cleaning all surfaces, fixtures and fittings, by appropriate method, within the designated area of work (apart from any technical equipment cleaned by other departments).
- Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary.
- Collecting and bagging of waste and making ready for disposal.
- Check that windows are closed and lights turned off before leaving the area.
- Ensuring cleaning materials and equipment are used in a safe, efficient and cost effective manner
- Ensuring that all cleaning equipment used is cleaned before returning to the stores.
- To report any defects in plant, equipment or the working environment to the Cleaning Supervisor
- To be responsible for your own work with minimal supervision and to work as a valued member of the cleaning team
- Ensuring that health and safety guidelines are followed at all times whilst on the premises and to take reasonable care to safeguard your own safety and that of others with whom you work.
- Provide cover for other members of staff who are absent as required (this could mean allocation to other areas as and when required)
- To undertake training in health and safety, the correct use of cleaning chemicals and the use of cleaning equipment such as floor machines, vacuum cleaners and wet pickups
- Ensuring that users of the building are treated with courtesy, care and consideration

- To take every opportunity to promote a positive image of the cleaning team and the Academy to all users of the building and in the local community

### **RESPONSIBILITIES APPLICABLE TO ALL SUPPORT STAFF ROLES:**

- To work within the Academies Enterprise Trust (AET) Conditions of Service
- To support the aims, policies, procedures and ethos of the Academy and the AET
- To participate in the Academy's agreed Performance Management procedures
- Undertake appropriate staff training and development activities
- Safeguard the welfare of children in the Academy
- Work safely and co-operate with health and safety procedures
- Attend school meetings as appropriate within designated working hours
- To create and maintain good working relationships among all members of the Academy community
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance
- Undertake whatever duties might be reasonably requested by the Principal, Members of the Academy Leadership Team or Line Manager

### **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of Unity City Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## PERSON SPECIFICATION

The post-holder will be able to demonstrate the following:

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	Commitment to complete relevant training	Manual handling training  Basic COSHH & health and safety awareness
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	Knowledge of cleaning systems  Able to adopt a proactive approach to cleaning Ability to work effectively within a team environment  Ability to build effective working relationships with all colleagues  Ability to promote a positive ethos and role model positive attributes	Experience of working in an Academy or school environment  Basic knowledge of First Aid  Knowledge of Safeguarding (Child Protection)  Equal Opportunities and recognising the nature of the diverse Academy community
<b>Skills</b>	Line management responsibilities	N/A	
	Forward and strategic planning	N/A	
	Budget (size and responsibilities)	N/A	
	Abilities	Ability to follow verbal instructions	

<b>Personal Characteristics</b>		<p>Ability to organise, prioritise and work on own initiative.</p> <p>Ability to communicate effectively and sensitively with other members of the team and Academy staff.</p> <p>Ability to work independently and within a team</p> <p>Ability to recognise sensitive information and maintain confidentially</p> <p>Commitment to continued improvement of the academy cleaning process</p>	
	Behaviours	<p>Positive work ethic</p> <p>Reliability and punctuality</p> <p>Consistently carry out duties to a high standard</p>	

		<p>Health &amp; Safety – an understanding of Health and Safety in the workplace and how this applies.</p> <p>Continuous Professional Development – commitment to increasing own learning and development.</p>	
<b>Special requirements</b>		<p>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</p> <p>Right to work in the UK</p>	

December 2018