# Dragonfly Education Trust

Cleaner – Job Description

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| Job Title:  | Cleaner |
| Salary:  | £7.97 per hour |
| Responsible to: | Facilities Manager |
| Hours of Work: | TBC |
| Purpose of Job: | To maintain a high level of cleanliness throughout the school campus |

**Principal Accountabilities and Standards**

* Provides a high standard of cleaning, using appropriate equipment
* To work independently and as part of a team under the direction of the Facilities Manager or Supervisor
* Fulfil a schedule of cleaning tasks
* Report faults with equipment and health and safety concerns to the Facilities Manager
* Wear appropriate protective clothing
* To clean different types of areas within the academy buildings eg.
	+ Toilet/Hygiene Areas
	+ Corridors/Landings/Staircases/Entrances
	+ Craft rooms, ie Woodwork, Engineering, Cookery etc
	+ Classrooms and Offices
	+ Halls and Gymnasium

**Main Duties & Responsibilities**

* Proper use of mechanical cleaning equipment ie. Floor buffer, rota wash and industrial carpet cleaner
* Handling and use of cleaning materials in accordance with recommended procedures
* Emptying waste bins or similar receptacles, transporting waste material to designated waste compound
* Mopping floors either dry or wet
* Vacuum and “spot” cleaning carpeted areas
* To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards/lockers, radiators, shelves and fittings
* To replenish consumable items (soap, toilet rolls) as required
* Undertake special cleaning programmes as directed to include wall washing or inside window pane cleaning
* Cleaners employed in food technology areas are required to clean cookers and work surface areas

### General

* Attend all departmental and support staff meetings, and training courses as directed by the line manager
* Play an active and positive role, sharing the aims and objectives of the school
* Participate in the school’s performance management process
* Maintain appropriate confidentiality according to organisation and legal requirements
* This list is not exhaustive or exclusive and additional tasks may be added at the discretion of the Academy Management team if deemed to be within the capabilities of the post holder

### Other Information

Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager

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| **Person Specification** |
| **Post Title** | **Cleaner** |
| **Criteria** | **Essential** | **Desirable** |
| Knowledge and Qualifications | * Understanding of requirements for a high level of cleanliness
 | * Knowledge of using mechanical cleaning equipment
* Knowledge of the problems of using cleaning chemicals
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| Experience | * Proven experience of cleaning
 | * Experience of using floor buffing, rota wash industrial carpet cleaning equipment
* Experience of working and cleaning large premises
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| Skills | * Cleans to a high standard
* Can use a variety of cleaning equipment
* Can operate mechanised cleaning equipment
* Ability to recognise health and safety issues
* Can use toxic materials in a safe way in the process of general cleaning
* Can follow safe working procedures
* Can work independently and constructively as part of a wider team
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| Personal Aptitudes | * Takes pride in their work
* Good attendance and punctuality
* Ability to work quickly, flexibly, effectively and positively in response to requests made at short notice
* Pro-active, ability to work under own initiative without direction
* Reliable and trustworthy
* Willingness to participate in development and training opportunities
* Work in ways that promote equality of opportunity, participation, diversity and responsibility
* A professional responsibility to promote and safeguard the welfare of children and young people
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