



Firth Park
Academy
To make our best better

JOB DESCRIPTION

Job Title: Cleaner (Fixed Term 1 year contract)

Location: Firth Park Academy, Sheffield

Responsible to: Operations Manager

Duties: Cleaning

Responsibilities:

- Cleaning
- Washing
- Sweeping
- Mopping
- Vacuum cleaning
- Emptying litter bins in classrooms and offices
- Polishing
- Dusting
- Areas to be cleaned will include toilets and showers, fixtures and fittings.
- Using powered equipment as appropriate.
- Carrying out planned maintenance and cleaning programmes during Academy closures.
- Other duties as directed by the Site Manager

As with all site staff, the post holder will be expected to work to a high standard and be able to show initiative, prioritise work, be flexible and have good interpersonal skills

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This 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.

The duties may be changed to meet the changing demands of the college at the reasonable discretion of the Principal.

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.

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

Post: Cleaner

Post Holder: Vacant

E = Essential D = Desirable A = Application I = Interview T = Test

SKILLS & KNOWLEDGE

E	Ability to work on own initiative	A/I/R
E	Able to follow written and verbal instructions	I/R
E	Ability to prioritise work	I
E	Ability to communicate appropriately and effectively with other members of the team and users of the academy	I
E	To adopt a proactive approach to cleaning	I
D	Experience of working as part of a team	A/I
D	Previous experience of cleaning large areas	A/I
D	To be able to promote a positive image of the cleaning team and the academy	I

EXPERIENCE

E	Knowledge of cleaning systems	A/I
E	Knowledge of systems to clean large areas	A/I
D	Knowledge of health and safety and/or COSHH regulation	A/I

PERSONAL ATTRIBUTES

E	Commitment to continued improvement of the academy cleaning process	I
E	Commitment to providing a high quality service	I
E	Flexibility and willingness to be a valued member of a team	I
E	Able to play a positive role within the workplace	I
E	Conscientious and reliable	I/R