



Olive School

**Nurturing Today's Young People | Inspiring Tomorrow's Leaders**

## The Olive School, Hackney

### JOB DESCRIPTION

<b>Job Title:</b>	Cleaner		
<b>School Base:</b>	The Olive School, Hackney		
<b>Reports to:</b>	Site Supervisor	<b>Scale:</b>	S1, 6-9
<b>Staff Responsibility for:</b>	N/A	<b>Salary:</b>	£18,487 - £18,848 (£7,127 - £7,266 pro-rata)
		<b>Term:</b>	Fixed Term TTO plus 4 weeks (15 hours per week)
<b>Additional:</b>	-		

### MAIN PURPOSE

**To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.**

### Job Purpose

Under the direction of the relevant school staff, provide and maintain a high standard of cleaning in the school, in accordance with the standards of cleanliness required in the Islamic faith.

### Main Tasks:

### Organisation

That all areas of the school are prepared for relevant use as directed

### Responsibilities

1. Be aware of and comply with policies and procedures relating to Health & Safety and security, lone working, confidentiality, reporting all concerns to an appropriate person.
2. Ensure that all Health & Safety policies are adhered to

3. That all equipment is used in a safe manner, and any faults/incidents are reported to the appropriate member of staff.

### **Resources**

1. Operate cleaning equipment in a safe and appropriate manner.
2. To ensure orderly and secure storage of cleaning equipment at all times
3. To inform the appropriate person, information relating to the provision of stock/equipment

### **General**

1. Work within school policies and procedures.
2. Contribute to the provision of an effective environment for learning.
3. Support the promotion of positive relationships for parents and outside agencies.
4. Attend skill training and participate in personal/performance development as required.
5. Take care of own and other people's health and safety.
6. Be aware of the confidential nature of issues.

This Job Description will be reviewed where required and it may be subject to modification or amendment at any time after consultation between the post holder and Principal.

**GRADE: TS1 6-9**

**HOURS: 15hrs**

*This appointment is with the Governing Body of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Tauheedul Contract'.*