

# JOB DESCRIPTION

Job Title:

**CLEANER, part time**

Location:

**SKEGNESS GRAMMAR SCHOOL**

**Job Purpose:** Cleaner, Part time (15hrs per week, Monday - Friday 3.00pm-6.00pm)

**Background:** The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

**Reporting To:** Site Supervisor/Academy Operations Manager

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

- ★ Undertakes a full range of cleaning duties using domestic and industrial cleaning equipment to ensure all areas of the educational setting are maintained to a specified quality standard.
- ★ Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean.
- ★ Clean all internal surface areas e.g. walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning.
- ★ Empty waste paper bins and removes waste to a designated area.
- ★ Undertake other cleaning duties e.g. carpet and upholstery valeting, stain, chewing gum and graffiti removal, de-scaling sanitary appliances.
- ★ Undertake routine equipment safety checks, cleaning, maintenance and storage e.g. waste removal and filter cleaning.
- ★ Replenish sanitary and hygiene supplies e.g. soap, hand towels and toilet rolls.
- ★ Report faults, damage, breakages, vandalism or any issue that may affect or impact on routine education activity.
- ★ Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security.

## MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

- ★ Monitor children's and young people's general conduct and behaviour throughout the school and intervene to resolve routine issues using appropriate techniques and skills to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.
- ★ For serious issues, where appropriate, advises children and young people of their responsibilities and the possible consequences of their actions. Engages immediate assistance from qualified colleagues and supports them to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.
- ★ For very serious incidents engages immediate assistance from senior colleagues or in extreme cases the emergency services to provide an appropriate response to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.
- ★ The majority of work will be undertaken outside of classroom hours with some contact with pupils or other members of staff.
- ★ The post holder will have occasional direct and indirect contact with teaching and other support staff related to routine aspects of the work.

## KNOWLEDGE/SKILLS/EXPERTISE

- ★ Online H&S training as and when required.
- ★ Regular in-house safeguarding training must be attended.

## **ACADEMY LEVEL**

- ★ Basic standard of education
- ★ Experience of working in a school environment
- ★ Previous employment as a cleaner

## **PERFORMANCE MANAGEMENT**

- ★ Ability to clean and maintain a full range of industrial and domestic cleaning equipment and materials
- ★ Ability to use tact and demonstrate empathy with facility users, students and staff
- ★ Ability to work as part of a team
- ★ Understanding of health and safety issues associated with cleaning materials, equipment and premises

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 - Application
- 2 - Test/Presentation
- 3 - Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★			
★			
★			
<b>Experience</b>			
★			
★			
★			
<b>Skills and Knowledge</b>			
★			
★			
★			
<b>Personal Qualities and Ethos</b>			
★			
★			
★			
<b>Equal Opportunities</b>			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		

Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

**All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.**