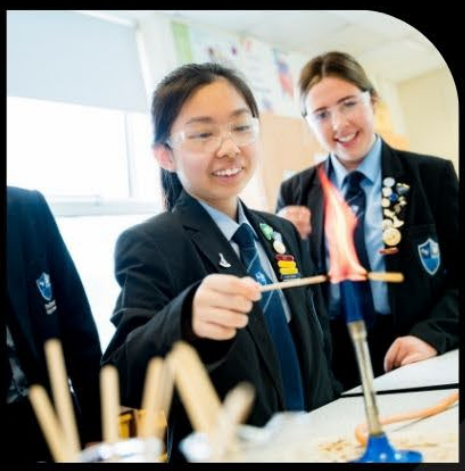
INVICTUS

Education Trust

JOB **DESCRIPTION**













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www.invictus.education

01384 686586

Job **Description**

JOB TITLE:	Cleaner
DEPARTMENT:	Kinver High School
GRADE:	Grade 1, SCP 3
REPORTING TO:	In line with organisation structure
RESPONSIBLE FOR:	In line with organisation structure
LIASING WITH:	CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main **Purpose**

Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification.

Main **Duties**

Portfolio

- Thoroughly clean areas to the required specification, as directed, using correct techniques and cleaning equipment.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or students.
- To be responsible for locking and unlocking windows and doors.
- Undertake training in use of methods, materials and equipment, as instigated by your supervisor.
- Working safely using correct warning signs, protective clothing and safety equipment and being mindful of hazards to other staff and students. Compliance with the Health and Safety practices of the Trust/School.
- Replenishing supplies of toiletries, plastic bags etc, as directed.
- Able to deal with all types of cleaning in all areas of the School, which may involve dealing with bodily fluids on occasion (suitable protective clothing will be supplied).
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemical are securely stored away when not in use.
- To be responsible for emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment that has been used. Checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.

- Ensure mops, cloths etc, are washed and left to dry as appropriate at the end of each session.
- Report immediately to your Supervisor any defective electrical sockets, lighting, vandalism etc, in your cleaning area.
- Ensuring Supervisor is aware of low stock levels of materials, and equipment for which you are responsible.
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.

Health & Safety

- To comply with the requirements of Health and Safety and safer working practices and other relevant legislation and Trust Policies.
- To ensure Personal Protective Equipment (PPE) is used whenever there are risks to Health & Safety that cannot be adequately controlled in other ways.
- Ensure site areas involved with sickness are cleaned immediately and disinfected where appropriate.
- Know the location of first aid equipment and firefighting equipment within the school.

Other

Any reasonable task as directed by the Site Manager/Cleaning Supervisor. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need.

Staffing and Resources

- Positively engage in appraisal reviews as directed by Facilities and Operations Manager

Other Professional Requirements

- Establish and maintain regular communication in the Trust.
- Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust.
- Actively engage in the Trust's appraisal process.
- Take part in the Trust's staff development programme.
- Work as a part of a team and positively contribute to effective working relationships.
- Take part in Trust events as directed by the CEO.

Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

Support For The Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

The postholder will be expected to share the school's commitment to safeguarding and promoting the welfare of children and young people.

In line with Keeping Children Safe in Education 2025, and as part of our recruitment process, the Trust will carry out an online search on all shortlisted candidates. This is to help identify any incidents or concerns that are publicly available which may pose a safeguarding risk or bring the Trust into disrepute. Any such findings will be shared with the recruitment manager and may be discussed at interview.

We are deeply committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All required pre-employment checks will be undertaken, and offers of employment are subject to satisfactory outcomes. These include an enhanced DBS check with Children's Barred List information, identity checks, online checks, and verification of professional qualifications and references. Further details are available in Keeping Children Safe in Education 2025.

This role involves regulated activity and is therefore subject to:

- An Enhanced DBS Check including the Children's Barred List
- Verification through the DfE's Check a Teacher's Record (for applicable roles)

It is a criminal offence to apply for this role if you are barred from working with children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended). Certain convictions or cautions are considered 'protected' and need not be disclosed. Guidance on disclosure is available on the Ministry of Justice website: Rehabilitation of Offenders Act 1974

For information on the filtering of cautions and convictions, visit the DBS Filtering Guidance: DBS Filtering Guidance

As a Trust, we are committed to ensuring that during all stages of recruitment and selection, no applicant is disadvantaged or discriminated against based on any protected characteristics under the Equality Act 2010.

Person **Specification**

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	N/A	
EXPERIENCE	• Capacity to work under pressure, to meet deadlines and organise priorities	• Use of buffing and vacuuming equipment • Undertaking cleaning in a professional/work environment • Previous experience of working in a school environment
SKILLS AND KNOWLEDGE	• To be physically fit • To be reliable, punctual and have excellent attendance • Observe safe working practices in carrying out the required duties • Team player, personable, emotionally intelligent with a sense of humour	
SAFEGUARDING	• Commitment to safeguarding and promoting the welfare of children and young people. • Knowledge of child protection and safeguarding policies and procedures.	
FLEXIBILITY	• To work flexibly to meet the needs of the Trust and its educational establishments. The holder of the post can be required to work in any location within the Trust. • Willing and able to travel regularly across the Trust or partnership schools. • Able to work flexibly to meet the demands of the role. • Willingness to represent the Trust in external forums, conferences or panels.	

This job description/person specification may be amended at any time in consultation with the postholder. Any changes will continue to reflect the school's commitment to safeguarding and promoting the welfare of children and young people.

Job Title:			
Director of HR signature:		Date:	
Postholder's signature:		Date:	