



Job Description

POST:	Cleaner
RESPONSIBLE TO:	Principal, under the day to day management and leadership of the Site Manager
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
LOCATION:	Oasis Academy Arena
WORKING PATTERN:	The actual hours of work are to be arranged with the Site Manager in line with needs of the Academy.
JOB PURPOSE:	To work under the instruction/guidance of Site Manager, to ensure that designated areas of the school premises are kept in a clean and hygienic condition. This will be directed and will cover daily, weekly and termly achieved components
DISCLOSURE LEVEL:	Enhanced
RESPONSIBILITIES:	

- Carrying out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.
- Reporting hazards, such as fire hazards, blockages, etc.
- Being responsible for personal Health & Safety, as well as that of colleagues, service users and the public.
- Co-operating with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- To undertake such other duties as may be reasonably requested by the Principal, Facilities Manager or Site Manager.

The cleaning areas will vary between term-time and school closure periods-

Principal - Thomas Raymond

Oasis Academy Arena
Albert Road, South Norwood
London
SE25 4QL

Email: info@oasisarena.org Tel: 020 8240 6700
www.oasisacademyarena.org

Easter Break and Summer Holidays

- All furniture to be removed from class rooms.
- Floors should be scrubbed and polished
- All walls to be washed
- High Dusting
- Dusting of window sills
- All tables and chairs to be washed
- All tables to be polished after being washed
- Hall floors and corridor floors to be scrubbed and polished
- Toilet floors to be scrubbed and washed
- Pans and sinks in toilets to be really well cleaned and walls washed
- Once class room floors are polished, all the furniture must be put back on.

On occasion, it may be necessary for the post holder to assist with cleaning across phases as required.

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

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

Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Principal within the academy as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

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Post Holder Signature: _____

Date: _____

Print Name: _____

This job description is identified for review with the line manager and post holder twelve months post signature date.

Principal's Signature: _____

Date: _____

CLEANER

PERSON SPECIFICATION

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

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	Essential	Desirable
Cleaning Experience	Basic knowledge/experience of using products and equipment used in cleaning. Practical ability in polishing, dusting, cleaning, washing and sweeping.	Previous working experience of industrial cleaning.
Communication	Proven ability to be able to converse positively with Caretaking/Site management and teaching staff.	Previous experience of working in a team.
Flexibility	Able to adopt a flexible approach to the post.	Skills/knowledge in other areas of work.
Equal Opportunities	Broad knowledge of Equal Opportunities.	Knowledge of the Council's Equal Opportunities Policy.
Health and Safety	Knowledge of Health and Safety in relation to cleaning and hygiene.	Attendance on Health and Safety courses and previous experience.
Other	Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners. Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.	
Personal	Energy and enthusiasm Team player Good time management and reliability	

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