



JOB DESCRIPTION

Job Title:	School Cleaner
Location:	Solihull Alternative Provision Academy, The Quadrangle, Cranmore Ave, Shirley, Solihull B90 4LE
Salary Band	Band B points 3 - 5; Actual Salary: £5,567 to £5,744 per annum
Contract	10 hours per week; Either 7am to 9am or 4pm – 6pm, Monday to Friday, term time only plus inset days (39 weeks worked, 44.7 weeks paid)
Line Manager	Site Manager

Overall Responsibility

- To be responsible for ensuring the cleanliness of the campus and for maintaining high and consistent standards
- Ad hoc key holding duties may be required as part of this role

Main duties and responsibilities:

- Be responsible for ensuring the cleanliness of the Academy including but not limited to toilet and cloakroom areas, classrooms, group rooms, staff room, meeting rooms, library area, corridors, stairs.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Report cleaning supplies requirements and stock levels to the Site team.
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support other members of the staff to meet standards and school objectives

Health, Safety and Security

- Co-operate with Solihull Alternative Provision Multi Academy Trust on all issues in relation to Health, Safety & Welfare.
- Support the school's implementation of all other current statutory requirements, e.g. Equality Act, Access to Work, Equal Opportunities, Safeguarding and Child Protection.

Pastoral Care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

- In conjunction with the Principal, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the centre in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

PERSON SPECIFICATION

SKILLS & ABILITIES

Essential Criteria

- Able to communicate clearly, understand and follow instructions
- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations

EXPERIENCE

Essential Criteria

- Experience of undertaking a range of cleaning duties including:
 - Vacuuming
 - Dusting
 - Mopping
 - Sanitising
 - Disposing of waste
- Replenishing consumables

KNOWLEDGE

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of COSHH and the safe use of chemicals.
- Knowledge of cleaning best practises.

OTHER

- Willingness to clean any area of the Academy as requested by Site Manager / The Principal
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting