



Job Description

Job Title: Cleaner

Location: Offa's Mead Academy

Hours of work: 12.5 hours per week

Reports to: Cleaning Supervisor / Operations Manager

Purpose of the Role:

To ensure the school is clean and tidy throughout the year.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- Cleaning
- Washing
- Sweeping
- Mopping
- Vacuum cleaning
- Emptying litter bins in classrooms and offices
- Polishing
- Dusting
- Areas to be cleaned will include toilets and showers, fixtures and fittings.
- Using powered equipment as appropriate.
- Carrying out planned maintenance and cleaning programmes during Academy closures.
- Other duties as directed by the Site Manager

As with all site staff, the post holder will be expected to work to a high standard and be able to show initiative, prioritise work, be flexible and have good interpersonal skills.

Additional Duties:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Any other related duties as may arise.

Our values:

The post holder will be expected to operate in line with our values which are:



- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Cleaner

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	No formal qualifications are required.	
Knowledge/Experience	Specific knowledge/ experience required for the role	Knowledge of cleaning systems Knowledge of systems to clean large areas	Knowledge of health and safety and / or COSHH regulation
Skills	Line management responsibilities (No.)	N/A	N/A
	Forward and strategic planning	The ability to use initiative and work independently	
	Budget (size and responsibilities)	N/A	N/A
	Abilities	<ul style="list-style-type: none"> • Ability to work on own initiative • Able to follow written and verbal instructions • Ability to prioritise work • Ability to communicate appropriately and effectively with other members of the team and users of the Academy • To adopt a proactive approach to cleaning 	<ul style="list-style-type: none"> • Experience of working as part of a team • Previous experience of cleaning large areas
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • To be able to promote a positive image 	



		<p>of the cleaning team and the Academy</p> <ul style="list-style-type: none"> • Commitment to continued improvement of the academy cleaning process • Commitment to providing a high quality service • Flexibility and willingness to be a valued member of a team • Able to play a positive role within the workplace • Conscientious and reliable 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK 	



		<ul style="list-style-type: none">• Show a commitment to promoting the welfare and safeguarding of children and young people• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	
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