

# INVICTUS

Education Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Cleaner
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<b>DEPARTMENT:</b>	Pedmore High School
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<b>SALARY RANGE:</b>	Grade 1
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<b>REPORTING TO:</b>	Facilities and Operations Manager
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<b>RESPONSIBLE FOR:</b>	None
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<b>LIAISING WITH:</b>	Site Staff
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<b>Main purpose:</b>	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.
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<b>MAIN DUTIES:</b>	
<b>General Duties</b>	<p>Thoroughly clean areas to the required specification, as directed, using correct techniques and cleaning equipment.</p> <p>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.</p> <p>To be responsible for locking and unlocking windows and doors</p> <p>Undertake training in use of methods, materials and equipment, as instigated by your supervisor.</p> <p>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.</p> <p>Replenishing supplies of toiletries, plastic bags etc, as directed</p>

	<p>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).</p> <p>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.</p> <p>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.</p> <p>Ensure mops, cloths etc, are washed and left to dry as appropriate at the end of each session.</p> <p>Report immediately to your Supervisor any defective electrical sockets, lighting, vandalism etc, in your cleaning area.</p> <p>Ensuring Supervisor is aware of low stock levels of materials, and equipment for which you are responsible.</p> <p>Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.</p> <p>Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.</p> <p><b><u>Health &amp; Safety</u></b></p> <p>To comply with the requirements of Health and Safety and safer working practices and other relevant legislation and Trust Policies.</p> <p>To ensure Personal Protective Equipment (PPE) is used whenever there are risks to Health &amp; Safety that cannot be adequately controlled in other ways.</p> <p>Ensure site areas involved with sickness are cleaned immediately and disinfected where appropriate</p> <p>Know the location of first aid equipment and firefighting equipment within the school</p> <p><b><u>Other</u></b></p> <p>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.</p>
<b>Staffing and Resources</b>	<ul style="list-style-type: none"> <li>• Positively engage in appraisal reviews as directed by Facilities and Operations Manager</li> </ul>
<b>Other professional requirements:</b>	<ul style="list-style-type: none"> <li>• Establish and maintain regular communication in the Trust</li> <li>• Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust</li> <li>• Actively engage in the Trust’s appraisal process</li> <li>• Take part in the Trust’s staff development programme</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> </ul>

- 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**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

### **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	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	
Personal qualities	Possess a flexible and adaptable approach to working patterns and job tasks	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Cleaner		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	