



JOB DESCRIPTION

JOB TITLE	School Cleaner
SALARY GRADE	A1
RESPONSIBLE TO	Business Manager
HOURS OF WORK	15 hours per week, term time only

Role Purpose

To work as part of a team to provide flexible cleaning provision throughout the School. There is a requirement that the post holder will be flexible in order to address changing priorities and support the needs of the School.

Main Duties and Responsibilities

- To maintain a high standard of cleanliness and hygiene in the area/sites allocated
- To be aware of the conditions associated with the cleaning of your allocated areas related to the school/site users and to work to the appropriate Health and Safety rules and processes.
- To use appropriate equipment, materials, tools and machinery such as wet or dry vacuum cleaners, scrubbing, buffing and scrubber/dryer machines to ensure the job is done effectively.
- Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuuming, polishing and dusting of designated areas, as required by the School.
- Specialist cleaning where requested by the Supervisor, i.e. carpet shampooing.
- To report any damage/defects of both the Company's equipment and the Client's property, to the Supervisor.
- To liaise with Site Staff, Supervisors and Managers as required.
- To carry out scheduled and reactive cleaning tasks within any part of the School
- To ensure compliance with Company and School policies and procedures, including but not limited to, Child Safeguarding, Equal Opportunities and Health & Safety.
- To inform the Supervisor of any health and safety issues which could place any individuals in danger
- To work on any Premises activities required by the Academy under the direction of the Site Manager



- To fulfil any additional related duties instructed by the Site Manager, Assistant Site Manager and Cleaning Supervisor.
- To help ensure the Academy is a safe, clean, hygienic and maintained working environment.

In addition to the above specific duties all staff are required to:

- Promote and implement equality and diversity.
- Participate in Performance review
- Comply with legislation and adhere to Manchester Communication Academy's policies and procedures.
- Have due regard for safeguarding and promoting the welfare of children and young people.
- Contribute to the fulfilment of Manchester Communication Academy's vision, ethos and strategic plan.
- Attend appropriate meetings, both within the Academy and as appropriate to your role.
- Respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons.

The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Where the post holder discloses that they have a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Probation Period

Post holders who are new to the Trust will be subject to a probation period of 6 months. The probation period provides a structured framework to ensure employees are inducted into the Trust and understand the standards expected of them in terms of performance, attendance and behaviour.



Person Specification

This person specification will be used when shortlisting candidates for interview.

	Essential /Desirable	Method of Assessment
Qualifications		
Good basic education to GCSE level in literacy and numeracy, or the equivalent	Desirable	AF, I
Skills & Knowledge		
Previous experience of working in a similar field	Desirable	AF, I
Keen attention to detail and good organisation	Essential	AF, I
Willingness to learn new skills	Essential	AF, I
Knowledge of Health and Safety	Essential	AF, I
Knowledge of cleaning duties	Essential	AF, I
Good verbal and written communication skills	Essential	AF, I
An ability to undertake all physical aspects of the role and to utilise relevant equipment	Essential	I
A command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately depending on the audience.	Essential	I
Attitude & Impact		
An ability to work as part of a team	Essential	I
An ability to relate well to children and adults within the School environment.	Essential	I
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.	Essential	I
Self-motivation and personal drive to complete tasks to required timescales and quality standards	Essential	I
The flexibility to adapt to changing workload demands and new organisational challenges	Essential	I
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.	Essential	I
Commitment to continuous self-development	Essential	AF, I
Commitment to continuous service improvement	Essential	AF, I
Personal		
Enhanced DBS Clearance	Essential	PEC
Can evidence proof of right to work in the UK	Essential	I
Minimum of two appropriate references	Essential	AF, R

- AF – Application Form
- T – Test
- I – Interview
- C – Certificate
- R – Reference
- PEC – Pre-Employment Checks



Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

Staff Benefits

- Access to Staff Employee Assistance Programme & other staff wellbeing services
- One additional 'Flexi-Day' of paid leave that can be taken during term time after 6 months' service
- Free On Site Parking
- Cycle to Work Scheme & On Site Bike Storage
- On Site Gym & Changing Room Facilities
- Electric Car Chargers
- Discounted Staff Bistro
- Free Tea & Coffee

Payroll & Pension

- You will automatically become a member of the Local Government Pensions Scheme (unless you opt out)
- Staff are paid by BACS transfer into their bank account on the last working day of the month, unless notified otherwise

Safeguarding

DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they 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. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview you will be asked to supply further information, which will include spent convictions.
Online Searches	Any candidate selected for shortlisting may be subject to an online search as part of our due diligence. Online searches do not form part of our shortlisting process, however any issues of concern that come up during an online search may be discussed with the candidate at interview.