

JOB DESCRIPTION

ROLE TITLE	Cleaner
CONTRACTED HOURS	15 hours, 39 weeks per year
LOCATION	Newmarket Academy
GRADE / SCALE POINT – SALARY	Grade 2
REPORTING TO	Senior Site Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To carry out cleaning and associated duties.

KEY TASKS & RESPONSIBILITIES

The normal duties of the post holder will usually include the following:

1. Be responsible for cleaning certain parts of the school site as allocated by the Line Manager in conjunction with the Site Manager (this may vary from time to time).
2. Use cleaning materials as provided and in accordance with relevant instructions, guidance and training
3. Clean/sanitise all 'high touch' areas, door handles, light switches, bannisters
4. Empty and clean bins and remove waste to designated areas as needed
5. Clear any spillages
6. Regularly cleanse toilets, toilet areas, sinks, flush handles, taps, door handles and the replenishment of toiletries
7. Remove any dirty marks from walls, desks, tiling and mirrors.
8. Working independently, or as part of a small team, carry out focused cleaning, in classrooms, halls and toilets
9. Keeping the cleaners storage area safe and tidy at all times
10. Carry out such other duties as may be allocated from time to time, including providing reasonable cover for absent colleagues (this may involve temporary variations to normal routines/schedules within overall working hours).

N.B. All members of the Cleaning team have a responsibility to be mindful of their own safety and that of their staff colleagues. This means that advice and guidance should be sought before undertaking any task which involves bending, stretching or other significant physical exertion or which the individual believes may be hazardous. Similarly, use of any cleaning or other chemical products should only be undertaken after appropriate training has been given. Any defective equipment should be reported to a senior member of staff without delay.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> • Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/machine competence). 	<ul style="list-style-type: none"> • An understanding of deep cleaning procedures and chemicals /equipment required.
Literacy and Numeracy	<ul style="list-style-type: none"> • Literate (able to read health and safety data (COSHH) and site information • Basic numeracy skills 	
Organisational		<ul style="list-style-type: none"> • Knowledge of Health and Safety policies and procedures
Equipment / Materials	<ul style="list-style-type: none"> • Use of a arrange of cleaning equipment such as vacuum cleaners, rotary machines, wet pick-up, scrubber/driers. 	<ul style="list-style-type: none"> • Use of a arrange of specialist cleaning equipment such as vacuum cleaners, rotary machines, wet pick-up, scrubber/driers.
Problem Solving	<ul style="list-style-type: none"> • Ability to resolve a range of day-to-day problems, using own initiative. 	
Creative Thinking	<ul style="list-style-type: none"> • Identify areas of improvement within the site and contributing to changes. 	
Planning	<ul style="list-style-type: none"> • Organised and methodical approach to tasks. Ensuring cleaning products and materials are readily available. 	
Interpersonal and Communication	<ul style="list-style-type: none"> • Ability to function effectively as part of a team and willing to contribute to group training sessions. 	
Manual Skills	<ul style="list-style-type: none"> • Routine manual handling skills 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to manage own workload within clear guidelines and procedures as set. Supervisory assistance is available most of the time. • Responsible for careful use and storage of equipment and cleaning products on a daily basis. 	