



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Cleaner

Location:

**Based at Malcolm Arnold Prep
School- with possibility of occasional duties
at Malcolm Arnold Academy**

Job Purpose:

Undertakes a full range of cleaning duties using domestic and industrial cleaning equipment to ensure all areas of the educational setting are maintained to a specified quality standard.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

NJC02

KEY RESPONSIBILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ Undertakes a full range of cleaning duties using domestic and industrial cleaning equipment to ensure all areas of the educational setting are maintained to a specified quality standard.
- ★ Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g., mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean
- ★ Clean all internal surface areas e.g., walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning.
- ★ Empty wastepaper bins and removes waste to a designated area.
- ★ Undertake other cleaning duties e.g., carpet and upholstery valeting, stain, chewing gum and graffiti removal, de-scaling sanitary appliances.
- ★ Undertake routine equipment safety checks, cleaning, maintenance and storage e.g., waste removal and filter cleaning.
- ★ Replenish sanitary and hygiene supplies e.g., soap, hand towels and toilet rolls.
- ★ Report faults, damage, breakages, vandalism or any issue that may affect or impact on routine education activity.
- ★ Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security.
- ★ Ensure waste is separated and put in correct bins/recycling.

KEY RESPONSIBILITIES - ALL STAFF

- ★ To support the academy ethos
- ★ To contribute to academy-wide events including curriculum-focused events as part of the year team.
- ★ To support and contribute to the academy's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
- ★ To be aware of the academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- ★ To be aware of and comply with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.

SAFEGUARDING

- ★ To do all that you should to ensure that you safeguard and promote the welfare of students in the Academy.

CONTACT

- ★ The majority of work will be undertaken outside of classroom hours with some contact with pupils or other members of staff.
- ★ The post holder will have occasional direct and indirect contact with teaching and other support staff related to routine aspects of the work..

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Qualifications and Professional Development		
★ Basic standard of education	✓	
Experience		
★ Able to communicate clearly, understand and follow instructions	✓	
★ Ability to communicate with a wide range of people.		✓
★ Experience of undertaking general cleaning duties	✓	
Skills and Knowledge		
★ Good knowledge of cleaning techniques, materials and chemicals.	✓	
★ Able to work with minimum supervision or as part of a team.	✓	
★ Ability to prioritise work.	✓	
★ Ability to manage time effectively to complete tasks to a high level.	✓	
★ Aware of Health and Safety and Safeguarding as appropriate to role	✓	
★ Be flexible to changing demands of the post.	✓	
Personal Qualities		
★ Is punctual and reliable.	✓	
★ Honesty and integrity.	✓	
★ Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene.	✓	

Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.

