



### **Job Description**

<b>Job Title:</b>	<b>Cleaner</b>
<b>Location:</b>	<b>Offas's Mead Academy</b>
<b>Hours of work:</b>	<b>12.5 hours (3.00pm - 5.30pm Monday to Friday)</b>
<b>Reports to:</b>	<b>Caretaker</b>

### **Purpose of the Role:**

Provide a clean and hygienic school environment which meets specified cleaning standards

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
- Vacuum cleaning
- Emptying litter bins in classrooms, offices and toilets
- Polishing
- Dusting
- Areas to be cleaned will include toilets and sinks, fixtures and fittings.
- Carrying out deep cleaning programmes during Academy closures.
- Picking litter
- Other duties

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **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. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**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:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>Commitment to complete relevant training</li> </ul>	<ul style="list-style-type: none"> <li>First aid</li> <li>Manual handling</li> <li>COSHH</li> <li>BICS Level 1</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>Able to adopt a proactive approach to cleaning</li> <li>Knowledge of cleaning systems</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of cleaning large areas</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>Commitment to continued improvement of the academy cleaning process</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>Ability to work on own initiative</li> <li>Able to follow written and verbal instructions</li> <li>Ability to communicate appropriately and effectively with other members of the team and users of the academy</li> </ul>	n/a
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>To be able to promote a positive image of the cleaning team and the academy</li> <li>Flexibility and willingness to be a valued member of a team</li> <li>Able to play a positive role within the workplace</li> <li>Conscientious and reliable</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Values	<ul style="list-style-type: none"> <li>Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>Be unusually brave</li> <li>Discover what's possible</li> <li>Push the limits</li> <li>Be big hearted</li> </ul> </li> </ul>	



<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
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