STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Cleaner		
School Base:	Eden Boys' School, Preston		
Reports to:	Site Supervisor	**Scale:**	7 - 9
Staff Responsibility for:	-	**Salary:**	**£16,394 – £16,755 (pro rata)**
		Term:	Permanent Part Time (15hrs per wekk) Term Time Only + 4 weeks
Additional:	-		

JOB PURPOSE SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB PURPOSE:

1. Under the direction of the relevant school staff, provide and maintain a high standard of cleaning in the school, in accordance with the standards of cleanliness required in the Islamic faith.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Main tasks

a. Ensure that all areas of the school are prepared for relevant use as directed.

2. Health and safety

a. Be aware of and comply with policies and procedures relating to Health and Safety and security, lone working, confidentiality, reporting all concerns to an appropriate person.

b. Ensure that all equipment is used in a safe manner, and any faults/incidents are reported to the appropriate member of staff.

3. Resources

a. Operate cleaning equipment in a safe and appropriate manner.

b. Use cleaning materials appropriately and efficiently.

c. Ensure orderly and secure storage of cleaning equipment at all times.

d. Inform the appropriate person, information relating to the provision of stock/equipment.

4. General

a. Work within school policies and procedures.
b. Contribute to the provision of an effective environment for learning.
c. Support the promotion of positive relationships for parents and outside agencies.
d. Attend skills training and participate in personal/performance development as required.
e. Take care of own and other people's health and safety.
f. Be aware of the confidential nature of issues.

5. Other Responsibilities

a. Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
b. Carry out any such duties as may be reasonably required by the Principal or Chief Executive.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**Application Form**	**Interview/ Task**
EXPERIENCE				
1.	Previous cleaning post.	**E**	✓	✓
KNOWLEDGE				
2.	Cleaning.	**E**	✓	✓
3.	Awareness of Health and Safety issues and risks.	**E**	✓	✓
SKILLS / ABILITIES				
4.	Ability to undertake a range of cleaning duties.	**E**	✓	✓
5.	Work on own initiative.	**E**	✓	✓
6.	Demonstrate good inter-personal skills and communicate with a range of people.	**E**	✓	✓
QUALIFICATIONS				
7.	None required.			
OTHER				
8.	Willingness to be flexible.	**E**	✓	✓
9.	Work in a confidential manner.	**E**	✓	✓
10.	Work independently.	**E**	✓	✓
11.	Willing to undertake additional training.	**E**	✓	✓
12.	Self-motivated.	**E**	✓	✓
13.	Sympathetic to and supportive of the Muslim faith, ethos and designation of the school.	**E**	✓	✓