

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Cleaner	Location	The Bulwell Academy
Salary	BA4 (NJC point 2) £24,413 FTE	Hours	20 hours a week 6am – 8am & 3pm – 5pm. (Job share will be considered)
Department	Support Staff	Reports To	Site Manager/ Cleaning Supervisor

JOB PURPOSE:

To deliver a first-class cleaning service to the Academy

KEY RESPONSIBILITIES AND DUTIES:

- To ensure that a high level of cleanliness is maintained throughout the Academy on a daily basis.
- Each cleaner will be responsible for an area and will be expected to clean to the frequency and standards set out by the academy.
- To use cleaning materials appropriately, as instructed, and economically and inform Cleaning Supervisor when stocks are low.
- To ensure that tools and equipment are in good working order, reporting any faults to the Cleaning Supervisor.
- Empty and clean bins and remove waste to designated area.
- Clean internal glass and internal and external door glass
- Vacuum and spot clean carpeted areas and wash or mop all other floors.
- Spot clean any spillages.
- Dust and clean fixtures and fittings.
- Regularly clean toilets, hand basins and toilet areas and replenish toiletries as required.
- Use electrical and mechanical equipment from time to time, including floor polishers, etc. after appropriate training.
- Report any defects seen which are likely to affect security i.e. broken/cracked window, etc. to the Cleaning Supervisor.
- Use all cleaning materials in accordance with manufacturers printed instructions and COSHH regulations.
- Be aware of Health & Safety in relation to themselves and others.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> Willingness to undergo training as required 	
EXPERIENCE		<ul style="list-style-type: none"> Experience of working in the cleaning industry Experience in a customer focused role Experience of undertaking a range of cleaning duties
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Understanding of good customer service 	<ul style="list-style-type: none"> Awareness of Health & Safety Regulations relating to cleaning materials and equipment
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Work individually with limited supervision Work as part of a team effectively and supportively Able to communicate clearly and follow instructions Able to maintain confidentiality Able to manage time effectively Able to use initiative to deal with unexpected problems Well organised and methodical approach to work Good attention to detail Desire to deliver a high-quality service to customers Flexibility in response to the changing demands of the post Able to manage some lifting and carrying Willingness to take responsibility for standard of work 	
CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> Empowering Ambition: Supporting personal growth, innovation and high performance. Championing Equity: Promoting fairness, inclusion and high expectations for every student. Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates</p>	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	

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OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.
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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

