|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Grade** | **Location** | **Reports to** |
| Cleaner | Grade 1  | Grange School | Headteacher/Site Manager/Caretaker |

**Main purpose of the job:**

To provide a flexible, seamless, customer focused cleaning service within schools.

The post holder reports to the Head Teacher, Site Manager and Caretaker.

**Key relationships:**

Apart from team members, the main contacts of the job are: Other School staff, pupils and members of the public.

**Main accountabilities:**

* Ensure all duties are undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations, established safe systems of work and Trust and school policies, practices and procedures.
* Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of school buildings.
* Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.
* Assist in the care of equipment, materials and storage areas used in cleaning the building.
* Provide an efficient and effective removal, storage and waste disposal service.
* Identify and report building and equipment faults promptly.
* Prepare rooms for use, including functions and events and clear rooms after use.
* Participate in training as required.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust 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.

|  |  |  |
| --- | --- | --- |
| **Person Specification** Cleaner Grade 1 | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| COSHH training | Desirable | Application |
|  |  |  |
| **Knowledge and Experience** |  |  |
| Understanding of the basic principles of health & safety in a school environment including COSHH. | Desirable | Application, Interview |
| Ability to work as part of a team or individually. | Essential | Application, Interview |
| Ability to develop good working relationships with all contacts. | Essential | Interview |
| Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners. | Essential | Interview |
| Ability to relate well to children and adults | Essential | Interview |
| To communicate clearly and be able to understand written and verbal instructions.  | Essential | Application, Interview |
| Ability to carry out cleaning functions and associated duties to specified standards. | Essential | Interview |
| Ability to use building cleaning materials and equipment in a range of situations  | Desirable | Interview |
| Ability to fulfil their cleaning rota within the required time period to the quality standard expected. | Essential | Interview |
|  |  |  |
| **Behaviours and Values** |  |  |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Essential | Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills  | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders  | Essential | Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Interview |
| Effective staff motivation and development, including establishment of a positive performance management culture  | Essential | Application, Interview |
|  |  |  |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.