

Job Description

Job Title:	Cleaner
Location:	Shafton Primary Academy
Hours of work:	12 hours per week
Reports to:	Cleaning Supervisor

Purpose of the Role:

To provide an efficient and timely cleaning service across the varying Academy departments and work areas. 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:

- To carry out cleaning duties in any area allocated by the Cleaning Supervisor to the required standard and within the allocated time (allocated areas are subject to change as required)
- Cleaning all surfaces, fixtures and fittings, by appropriate method, within the designated area of work (apart from any technical equipment cleaned by other departments)
- Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary
- Collecting and bagging of waste and making ready for disposal
- Check that windows are closed and lights turned off before leaving the area
- Ensuring cleaning materials and equipment are used in a safe, efficient and cost effective manner
- Ensuring that all cleaning equipment used is cleaned before returning to the stores
- To report any defects in plant, equipment or the working environment to the Cleaning Supervisor
- To be responsible for your own work with minimal supervision and to work as a valued member of the cleaning team
- Ensuring that health and safety guidelines are followed at all times whilst on the premises and to take reasonable care to safeguard your own safety and that of others with whom you work
- Provide cover for other members of staff who are absent as required (this could mean allocation to other areas as and when required)
- To undertake training in health and safety, the correct use of cleaning chemicals and the use of cleaning equipment such as floor machines, vacuum cleaners and wet pick ups
- Ensuring that users of the building are treated with courtesy, care and consideration
- To take every opportunity to promote a positive image of the cleaning team and the Academy to all users of the building and in the local community

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.



Person Specification

Job Title: Cleaner

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Commitment to complete relevant training 	<ul style="list-style-type: none"> • Manual handling training • Basic COSHH & health and safety awareness
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Knowledge of cleaning systems • Able to adopt a proactive approach to cleaning • Ability to work effectively within a team environment • Ability to build effective working relationships with all colleagues • Ability to promote a positive ethos and role model positive attributes 	<ul style="list-style-type: none"> • Experience of working in an Academy or school environment • Basic knowledge of First Aid • Knowledge of Safeguarding (Child Protection) • Health & Safety – an understanding of Health and Safety in the workplace and how this applies.
Skills	Line management responsibilities (No.)	N/A	
	Forward and strategic planning	N/A	



	Budget (size and responsibilities)	N/A	
	Abilities	<ul style="list-style-type: none"> • Ability to follow verbal instructions • Ability to organise, prioritise and work on own initiative • Ability to communicate effectively and sensitively with other members of the team and Academy staff • Ability to work independently and within a team • Ability to recognise sensitive information and maintain confidentially • Commitment to continued improvement of the academy cleaning process 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Positive work ethic • Reliability and punctuality • Consistently carry out duties to a high standard • Continuous Professional Development – commitment to increasing own 	





		learning and development.	
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people	<ul style="list-style-type: none">•