

**Job Description**

**Job Title:** Cleaner

**Location:** Tendring Technology College

**Hours of work:** 10 hours per week – 39 weeks per year

**Reports to:** Facilities Assistant on Duty

**Overall Responsibilities:**

To provide a high quality of cleaning supporting the needs of the College

**Main Duties:**

* + Undertake all aspects of cleaning across the College as directed by the cleaning specification including and restocking of consumables such as hand towels, soap and toilet rolls
  + Duties to include locking and unlocking of rooms as necessary and clearing of snow if required.
  + Any task required by the College.

**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
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**

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| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications & Experience** | Specific qualifications | Right to work in the UK |  |
| Qualifications required for the role |  |  |
| Knowledge of relevant policies and procedures |  | Basic knowledge of First Aid |
| Specific Knowledge/  Experience | No specific experience required |  |
| Literacy | Basic reading skills |  |
| Numeracy | Ability to count |  |
| Technology | Ability to use general cleaning products |  |
| **Communication** | Written | Ability to complete basic forms |  |
| Verbal | Ability to exchange routine verbal information clearly |  |
| Languages | Seek support to overcome communication barriers with children and adults |  |
| Negotiating | Ability to follow instructions |  |
| **Working with children** | Behaviour Management | Understand the school’s behaviour management policy |  |
| SEN | Understand and support the differences in children and adults and respond appropriately |  |
| Curriculum | Basic understanding of the learning experience provided by the school |  |
| Child Development | Basic understanding of the way in which children develop |  |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |  |
| **Working with others** | Working with partners | Understand the role of others working in and with the school |  |
| Relationships | Ability to establish rapport and respectful and trusting relationships with others |  |
| Team work | Ability to work effectively with a range of adults |  |
| Information | Know when, how and with whom to share information |  |
| **Responsibilities** | Organisational skills | Good organisational skills |  |
| Time Management | Ability to manage own time effectively |  |
| Creativity | Demonstrate ability to resolve routine problems independently |  |
| Equalities | Awareness of and commitment to equality |  |
| **General** | Health & Safety | Basic understanding of Health & Safety including COSHH. |  |
| Child Protection | Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |
| Confidentiality/Data Protection | Understanding of procedures and legislation relating to confidentiality |  |
| CPD | Be prepared to develop and learn in the role |  |
| **Behaviours** | Line management responsibilities | None |  |
| DBS (CRB) | This post is subject to receipt of a Disclosure and Barring Service Certificate |  |
| Special requirements | Ability to travel as required |  |
| Values | Ability to demonstrate, understand and apply our values   * + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |