

## PIONEER EDUCATIONAL TRUST – Job description

<b>Job title</b>	Cleaner
<b>Pay and conditions</b>	<p>Pioneer Cleaner Rate: £8.96ph</p> <p>52 weeks</p> <p>Hours: Monday to Friday: 3pm – 5.45pm</p> <p>Pioneer Educational Trust reserves the right to apply compulsory leave during the Christmas closure period. You will be required to use either three or four days of annual leave to cover these closure dates, depending on the year</p>
<b>Primary Location</b>	Upton Court Grammar School
<b>Line Manager</b>	Cleaning Supervisor
<b>Notice Period</b>	4 weeks

### JOB PURPOSE

- Undertake cleaning duties efficiently, safely and to the satisfaction of line management.

The Cleaner is responsible for:

- Assisting in maintaining and cleaning of the school to ensure its readiness for teaching and other activities undertaken on the premises;
- Working in co-operating with other team members to ensure that the school's cleaning requirements are fulfilled;
- Complying to the school's Health & Safety policy and ensuring that all duties are conducted following necessary regulations and wearing appropriate / protective clothing, as required.

### KEY AREAS OF IMPACT

#### Main Duties and Responsibilities:

##### Operational:

- Use appropriate equipment, materials and detergents for designated areas
- Ensure that the equipment used to undertake cleaning duties in working order and that line management are informed when replenishment is required and if there is a fault found with equipment
- Ensure that all cleaning equipment is cleaned before returning it to the appropriate storage area
- Ensure adequate stocks of cleaning materials are maintained and informing line management when items need to be replenished
- Report any damage or maintenance required within the school premises to line management
- Ensure that windows are shut, lights turned off and doors locked before leaving the area
- Collect up personal possessions left by teachers or students and hand these to line management for safekeeping
- Empty bins into appropriate refuse sacks and take waste to appropriate disposal point
- Appropriately deal with hazardous / infectious solutions and materials e.g. broken glass in accordance with agreed safe working practices, removing waste to designated areas
- Clean toilets, sanitary areas and washrooms to the required standard
- Clean all surfaces, fixtures and fittings using the appropriate method
- Clean and polish glass in doors and partitions
- Sweep, mop, polish, buff and / or vacuum designated areas as required
- Wash and disinfect required fixtures and items as required including drains, sinks and bins
- Clean window ledges, cupboards tops and other like surfaces

- Remove and replace furniture as required
- Undertake seasonal duties as required for example duties during the school holiday periods may differ at the discretion of line management
- Report as required any incidents of unacceptable behaviour or issues of concern to Line Manager
- Undertake additional cleaning duties as required in emergencies and to cover for other cleaners in the event of staff shortage

#### **Professional competence and behaviour:**

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

#### **Ethical standards and integrity:**

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

#### **General**

- Participate in school emergencies as required
- Provide an effective first aid service when required to staff at Upton Court Grammar School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
  - Making accurate and appropriate recordings of all first aid cases
  - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
  - Liaising with the Ambulance service, other emergency services
- Attend relevant meetings and training sessions
- Keep abreast of developments and changes in fields relevant to role and communicate to staff
- Seek, consider, and act upon professional support and advice as required
- Attend Trust events as required
- Keep up to date with relevant legislation and regulations including Health & Safety
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the CEO shall from time to time reasonably require

#### **SAFEGUARDING**

Pioneer Educational Trust is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

#### **ADDITIONAL DUTIES**

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example;
- To actively engage in the performance management process;
- Work collaboratively with the Premises team across the Trust

- To continue personal development as agreed.

#### ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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.

This job description is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.