



Academies Trust

Cleaner Job Description

Salary/Grade Range:	Grade 1 SCP 2 (Pro-rata)
Location:	Co-op Academy Medlock
Reports to:	Site Manager
Hours of Work:	12.5 hours per week Monday - Friday 3:30pm to 6:00pm <i>Please note this is not a term time post - there is however flexibility with the days and hours worked during school holidays</i>
Holidays	26 Days plus Bank Holidays (Pro-rata)

Purpose of Role:

To maintain the cleanliness of the school and to ensure a safe, clean and tidy environment for students, staff and visitors.

Key Accountabilities (and specific duties/responsibilities):

- Cleaning, sweeping, mopping and buffing of floors
- Sanitising and wiping of desks, tables and other high touch surfaces
- Dusting and polishing of designated areas and fixtures
- Cleaning of staff and student toilets and replenishing toilet rolls and soap etc.
- Emptying litter bins and ensuring areas are clean and tidy
- Reporting any matters which require attention e.g. bulbs not working, toilet blockages etc. to the Site Manager
- Ensuring lights are turned off and doors / windows are secured
- Keeping cleaning equipment in a safe and clean condition and reporting any unsafe, faulty or broken electrical equipment to the Site Manager
- Keep the cleaning cupboard clean and tidy at all times
- Use correct dilutions of cleaning chemicals to ensure efficient use
- Self-motivation and the ability to identify and complete tasks without direct supervision
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.

General:

- Must be eligible to work in the UK and willing to undertake an Enhanced DBS check
- Be aware of, understand and comply with policies and procedures relating to Health & Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person
- Must be committed to Child Protection by being aware of and understanding child protection processes and how to report safeguarding concerns in respect of children or vulnerable adults
- Support the overall ethos and aims of the school
- Have a professional manner that sets a good example to students and other staff
- Carry out duties with full regard to Co-operative Academies and Co-op Academy Medlock's policies and procedures
- Be aware of, and support, differences and ensure equal opportunities for all.

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder may be required to undertake any other reasonable duties in line with the level of responsibility of this post.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Person Specification

Personal Attributes Required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> Literacy and Numeracy Skills equivalent to the level 1 of the National Qualification & Credit Framework NVQ level 1 Cleaning 	Desirable	A A
Experience <ul style="list-style-type: none"> Cleaning building interiors 		A, I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Understanding of the importance of hygiene & cleanliness in a school Basic knowledge of Health & Safety at work e.g. moving & handling. Basic knowledge of cleaning materials & equipment Ability to prioritise own workload Ability to work individually and as part of a team 	Desirable	A, I A, I A, I A, I A, I
Personal Qualities <ul style="list-style-type: none"> An interest in working in a school environment The ability to build good relationships with children and adults Organised 		A, I A, I A, I