

**CHELLASTON ACADEMY
JOB DESCRIPTION**

JOB TITLE: Cleaner

FROM: January 2021 – August 2021

HOURS: 10 – 12.5 hours per week

PERSONNEL RESPONSIBILITY:

Responsible to: Senior Cleaner

Liaising with: Site Staff, Educational Support Team, Director of Business and Finance, Teaching Staff and other members of the Senior Leadership Team as necessary

GENERAL DUTIES AND RESPONSIBILITIES:

- To work in accordance with the Academy's values at all times

PURPOSE

To help create a welcoming environment for staff, students and visitors by contributing to the cleaning of the school ensuring that it reflects the very high expectations and standards we have for the site.

CORE DUTIES

- General Cleaning duties of a designated area to a high standard
- Oversee cleaning stock, equipment and consumables
- Emptying waste bins or similar receptacles, transporting waste materials to designated collection points.
- Sweeping floors with brushes or dust control mops

- Mopping floors with wet or damp mops
- Suction cleaning carpeted areas and spot cleaning carpets
- Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training)
- Using electrically powered pick-up machines
- To dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of cupboards, radiators, shelves and fittings.
- To replenish consumable items (soap, toilet rolls, paper towels) as required
- To clean toilets, urinals, hand basins, sinks, baths, showers.
- To use such chemical agents as required in the discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training) in particular, toilet floors are to be swept and mopped with a germicidal agent daily.
- Cleaners employed in Domestic Science areas are required to clean cookers and work surface areas.
- To clean the inside of window panes and the glass in interior doors and partitions when necessary within the limitations of safe working practices.
- Washing walls and cleaning of furniture during the school holiday period
- To carry out any other reasonable duties within the overall function of the job.
- Safeguard and promote the welfare of students
- Be aware of and implement health and safety responsibilities within the department

Additional Duties

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

OTHER RESPONSIBILITIES

The post requires you to:

- Carry out your duties in line with the key tasks and management procedures of the academy

Duty of Care:

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your Executive Principal/Head of School is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your Head of School.

All adults who work with, and on behalf of, children are accountable for the way in which they exercise authority; manage risk; use resources and safeguard children and young people.

Whether working in a paid or voluntary capacity, these adults have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm. Children and young people have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as neglect.¹

The duty of care is in part exercised through the development of respectful and caring relationships between adults and children and young people. It is also exercised through the behaviour of the adult, which at all times should demonstrate integrity, maturity and good judgment

Everyone expects high standards of behaviour from adults who work with children and young people. When individuals accept such work, they need to understand and acknowledge the responsibilities and trust inherent in that role

Employers also have a duty of care towards their employees, both paid and unpaid, under the Health & Safety at Work Act 1974.² This requires them to provide a safe working environment for adults and provide guidance about safe working practices. Employers also have a duty of care for the well-being of employees and to ensure that employees are treated fairly and reasonably in all circumstances. The Human Rights Act 1998 sets out important principles regarding protection of individuals from abuse by state organisations or people working for those institutions. Adults who are subject to an allegation should therefore be supported and the principles of natural justice applied.

The Health & Safety Act 1974 also imposes a duty on employees³ to take care of themselves and anyone else who may be affected by their actions or failings. An employer's duty of care and the adult's duty of care towards children should not conflict. This 'duty' can be demonstrated through the use and implementation of these guidelines

This means that adults should:

- *Understand the responsibilities which are part of their employment or role and be aware that sanctions will be applied if these provisions are breached*
- *Always act and be seen to act in the child's best interests*
- *Avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *Take responsibility for their own actions and behaviour*

This means that employers should:

- *Ensure that appropriate safeguarding and child protection policies and procedures are adopted, implemented and monitored*
- *Ensure that, where services or activities are provided by another body, the body concerned has appropriate safeguarding policies and procedures*
- *Foster a culture of openness and support*
- *Ensure that systems are in place for concerns to be raised*
- *Ensure that adults are not placed in situations which render them particularly vulnerable*
- *Ensure all adults have access to and understand this guidance and related, policies and procedures*
- *Ensure that all job descriptions and person specifications clearly identify the competences necessary to fulfill the duty of care*

1. *WT 2006 page Chapter 1 page 38*

2. *Health & Safety at Work Act 1974 Part 1, Section 2 (1) and (2)*

3. *Health and Safety at Work Act 1974 Part 1, Section 7*