**Job Description**

Post title: Cleaner

Grade: Grade B SCP 3

Reports to: Site Manager and Headteacher

**Job Purpose**

* Clean designated areas, as directed include toilets and associated facilities, ensuring that they are kept in a clean, safe and hygienic condition.

**Main Duties and Responsibilities**

* Sweeping, mopping, wiping, washing, polishing, vacuuming, dusting and polishing walls, floors, furniture and fittings in accordance with service specification and standards and including personal items belonging to service users as necessary.
* Empty litter bins and otherwise remove small quantities of rubbish.
* Use, as appropriate, powered equipment as provided, and ensure that relevant Health & Safety regulations are adhered to at all times.
* Open and close premises as necessary, ensuring that the security of the premises is not compromised.
* Reporting faulty equipment, machinery etc to the Line Manager.
* Other duties appropriate to the nature, level and grade of the post.

**Additional Information**

* Engage in promoting the values and acting as a role model for the Trust.
* Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
* Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust’s records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust’s information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**Person Specification**

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| **Factors** | **Essential** | | **Desirable** | |
| **Qualifications & Training** | E1 | Willingness to undergo training relevant to the post. | D1  D2  D3  D4 | Manual handling training.  COSHH Training.  Knowledge of health and safety.  A willingness to undertake job related training. |
| **Experience** |  |  | D5 | Experience of cleaning within a school, organisation, or business. |
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| **Skills** | E3  E4  E5  E6  E7  E8 | Liaise efficiently with line manager to achieve set tasks.  Maintain safe surroundings and working methods.  Maintain cleaning records accordingly.  Ability to work within a team.  Good time keeping.  Effective communication. |  |  |
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| **Personal Attributes** | E9  E10  E11  E12  E13 | Commitment to ensure high cleaning standards.  Able to adapt to change and adopt a cooperative attitude.  Demonstrates integrity, upholding Trust values.  Well organised.  Responsible and honest. |  |  |
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| **Special Requirements** | E14  E15 | A commitment to safeguard the welfare of children  Compliance with data protection principles |  |  |
| E16  E17  E18 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies  Compliance with health and safety policies, rules and regulations  To uphold the Catholic ethos of our schools |  |  |
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**September 2023**