# JOB DESCRIPTION

**POST TITLE:** Cleaner

**LOCATION/BASED:** Academy within the Trust

**GRADE:** N1

**RESPONSIBLE TO:** Facilities Manager

**CORE PURPOSE:** To undertake the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

## MAIN DUTIES & KEY RESPONSIBILITIES

1. To undertake the cleaning of designated areas, which may change from time to time, in accordance with cleaning schedule, including (but not limited to):-

- Emptying all waste bins (internal and external) and removing waste to the designated area
- Washing with mops and cloths
- Sweeping with brushes and sweeping mops
- Vacuum cleaning
- Floor polishing/buffing/spray cleaning using mechanical aids as appropriate
- Floor stripping using mechanical aids as appropriate
- Dusting
- Wiping and polishing surfaces
- Cleaning toilets
- Cleaning windows
- Internal and external litter picking
- Replenishing supplies

2. Undertake spot cleaning as required.

3. Carry out periodic and deep-cleaning tasks, including: floor treatment, high-level dusting and wall washing, as directed.

4. Use of cleaning machinery safely on hard and soft surfaces.

5. Use cleaning products and materials safely and as instructed.

6. Check and close windows, switch off lights and turn off equipment after use.

7. Report defects and hazards immediately, following the agreed reporting procedure.

8. Carry out porterage duties as required.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.

2. Demonstrate the vision and values of the Trust in everyday work and practice.

3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.

4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.

5. Attend out of hours events as reasonably required.

6. Take responsibility for your own continuing professional development.

7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

# PERSON SPECIFICATION

**POST TITLE:** Cleaner

| SKILLS, KNOWLEDGE AND APTITUDES | ESSENTIAL | DESIRABLE |
|---|---|---|
| Ability to communicate well with adults and children, follow instructions and work within guidelines in both written and spoken English. | ✓ | |
| Understands basic health and safety requirements. | ✓ | |
| Able to use cleaning products and equipment safely. | ✓ | |
| Experience of delivering work to required standards within fixed deadlines, while responding to changing priorities as required. | ✓ | |
| Ability to work on own initiative and as part of a team. | ✓ | |
| **QUALIFICATIONS AND TRAINING** | **ESSENTIAL** | **DESIRABLE** |
| Training in BICSc (British Institute of Cleaning Science) cleaning standards or equivalent, or a commitment to undertake this training. | | ✓ |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Previous cleaning experience. | | ✓ |
| Knowledge of cleaning standards and health and safety, with the ability to use a range of cleaning machines. | | ✓ |
| **PERSONAL QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| Reliable, punctual and conscientious. | ✓ | |
| Capable of carrying out the physical requirements of the role, including lifting, carrying and bending (with reasonable adjustments where appropriate). | ✓ | |
| Committed to safeguarding children and young people. | ✓ | |
| **SPECIAL REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| Flexible approach to work, hours and location. | ✓ | |
| Willingness to undertake relevant training. | ✓ | |
| Satisfactory Enhanced DBS clearance with a Childrens Barred List check. | ✓ | |
| Medical clearance. | ✓ | |
| Minimum of 2 references which are satisfactory to the Trust. | ✓ | |
| Evidence of Right to work in the UK. | ✓ | |

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***