

Job Description and Person Specification



Job details			
Job title	Cleaner		
School	Wensum Junior School		
Location	Turner Road, Norwich, NR2 HB		
Hours per week	20	Weeks per annum Permanent/ Fixed Term/ Temporary	38 weeks (term time +6) Permanent
Grade	A2		
Responsible to	The Site Manager/Supervisor		
Responsible for	N/A		
Effective date	ASAP	Job Family	Support staff

Purpose of the Role
<p>The role of a cleaner plays a vital role in maintaining a clean, safe, and welcoming environment for our students, staff, and visitors. Working under the direction of the Head of Estates, you will ensure that all areas of the school premises are kept to a high standard of cleanliness and hygiene.</p> <p>The hours of attendance will be determined by the operational needs of the school and agreed upon with the Head of Estates. Flexibility may be required to support school events or respond to urgent cleaning needs such as school holidays.</p>

Job Description – main duties and responsibilities
<ul style="list-style-type: none"> Ensuring all classrooms, corridors, offices, and communal areas are clean and tidy Replenishing supplies such as soap, paper towels, and toilet paper Reporting any maintenance issues or hazards promptly Supporting deep cleaning tasks during school holidays or closures Assisting with waste disposal and recycling procedures
Safeguarding and health & safety
<ul style="list-style-type: none"> Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations, and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our Trust's child protection policy Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion Look after children who are upset or have had accidents in a safe and appropriate way

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<ul style="list-style-type: none"> Adhere to all health & safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors
Professional development
<ul style="list-style-type: none"> Keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with manager to identify relevant professional development to improve personal effectiveness Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role Take part in the school's appraisal procedures Follow all Trust and School policies, including the staff code of conduct
Supporting the work of our Trust
<ul style="list-style-type: none"> Support our vision, mission, and values, as well as our principled ways of working. Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools Attend and engage in regular professional training, seek support from other leaders, and share best practice across our EAT community Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams

Person Specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> Good numeracy and literacy skills 	<ul style="list-style-type: none"> First-aid training, or willingness to complete it
Experience	
<ul style="list-style-type: none"> Previous cleaning experience Experience of following Health and Safety regulations 	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting
Skills/knowledge	
<ul style="list-style-type: none"> Proven ability to use your initiative and be self-motivated Good organisational skills and can prioritise workload Ability to pay attention to detail and complete required paperwork To work well under pressure and the ability to remain calm in stressful situations Excellent verbal communication skills To be flexible and work evenings and school holidays as required 	<ul style="list-style-type: none"> Relevant qualification in Health and Safety
Personal Qualities	

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<ul style="list-style-type: none"> • Able to meet the physical demands of the role, including standing, bending, lifting, and carrying • Promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking, and enthusiastic about making a difference 	
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General information	
<ul style="list-style-type: none"> • This job description details the main outcomes required and will only be updated to reflect major changes that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder • All work performed/duties undertaken must be carried out in accordance with relevant, Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of our stakeholders and the diverse community we serve • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list 	

Signed: Job Holder		Signed Manager:	
Print Name:		Print Name:	
Date:		Date:	