

Ormiston Maritime Academy

Post: Cleaner – Level 1

Location:	Ormiston Maritime Academy based
Salary:	OAT Grade 1, salary range ppt 2 (actual salary £5,675)
Status:	Permanent.
Contract:	Academy
Hours:	10 hours per week, Term Time plus 5 inset days
Working Pattern:	6.00am – 8.00am, Monday to Friday Additional hours flexible to meet the needs of the business
Responsible to:	Cleaning Supervisor and Operations Manager

Purpose

- To provide cleaning support on behalf of the Principal and Senior Leadership Team, providing the day to day provision of cleaning services, ensuring a high level of hygiene and safety is maintained.
- To undertake the necessary cleaning duties, following systems and policies to promote high standards of cleanliness across the Academy.

Main duties and responsibilities

Cleaning and Preparation

- Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment.
- May undertake specialised cleaning programmes during the school closures or other designated periods.
- Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.
- May be required to undertake first aid duties.

Resources

- Restocking facilities e.g. soap, paper towels.
- Report when stocks are low.
- Store all equipment and chemicals used in the appropriate manner.

Maintenance

- Work to ensure and maintain safety and security of the building and those within it.

Systems, Policies and Procedures

- Escalate any safety issues to the line manager.
- Work to expected standards and complete work within required timescales.
- Report any faults with materials and/or equipment as necessary.

Team Involvement

- May demonstrate own duties to new or less experienced staff.

Building Professional Relationships

- Exchanges information with their supervisor, Operations Manager, Principal and possibly other staff.

Record Keeping and Information Management

- May complete checklists to say work has been completed.

Problem Solving and Decision-Making

- Identify straight forward solutions to simple problems and minimal personal initiative required.

Knowledge, Skills and Experience

- Understanding of health and safety issues and willingness to undertake training.
- Knowledge of chemicals and proper use of cleaning equipment.
- Awareness of COSHH.
- No previous experience required.
- First aid at work may be a requirement or paediatric first aid.

Physical Demands and Working Conditions

- Required to work in conditions that are generally unpleasant such as cleaning toilets, dealing with waste, responding to minor hazards.
- Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture.

General Responsibilities

- Be aware of, promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

DBS

- An enhanced disclosure and barring check will be a requirement of the post.

Person Specification

Attributes tested by Application, Interview, Task and References	
Qualifications & Experience	Essential E/ Desirable D
Experience of working within a school environment	D
Experience of managing own workload to meet conflicting demands and deadlines	E
Experience of working within a busy premises team.	D
Ability to work effectively to and with a range of stakeholders.	E
Knowledge of basic cleaning practices.	D
Knowledge of health and safety matters.	D
Knowledge of legislation relevant to the post.	D
Good standard of spoken and written English including accuracy and presentation.	E
Good interpersonal skills and confident communicator.	E
Minimum GCSE Maths & English Grades A*-C or equivalent.	D
Skills and Abilities	Essential E/ Desirable D
Ability to work with systems to ensure the robust performance and actions to secure improvements.	E
Able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
Other Attributes	Essential E/ Desirable D
Proactive, flexible and adaptable.	E
Punctual and conscientious.	E
Discretion, tact and confidentiality always.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis to bring about resolution.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all.	E
Exemplary levels of integrity.	E