



## Job Description

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**Job Title:** Senior Cleaner

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**Location:** Bracken Hill School

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## Job Description

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| <b>Job Title</b>              | Senior Cleaner                                                    |
| <b>Location:</b>              | Bracken Hill School                                               |
| <b>Hours per week:</b>        | Monday – Friday (25 hours)<br>5.30 am–8.00 am and 3.30 pm-6.00 pm |
| <b>Weeks worked per year:</b> | All Year Round                                                    |
| <b>Reporting to:</b>          | Site Manager & School Business Manager                            |
| <b>Salary Scale:</b>          | Grade 3 Point 5-7                                                 |

### Main purpose of Role

- To undertake routine maintenance, cleaning and monitoring of the premises. The role will assist the Site Manager in caretaking, security, maintenance, furniture build, repair work to the whole site
- The person appointed will be expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Site Manager, School Business Manager, Head of School, Executive Headteacher
- This post is integral to our special school and plays an important role in enhancing the teaching and working environment for young people - assisting with planned and reactive maintenance

### Principal Accountabilities:

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| <b>Main Duties</b> | <p><u>Premises Management &amp; Maintenance</u><br/>To work with the Site Manager and be able to:</p> <ul style="list-style-type: none"> <li>• Lock and unlock the premises, be a keyholder</li> <li>• Carrying out security checks, including the site perimeter and frequent patrols of the school's grounds</li> <li>• Attention to security to ensure no unauthorised access</li> </ul> <p><u>Premises General</u></p> <ul style="list-style-type: none"> <li>• To be responsible for maintaining the security of the premises and its contents in accordance with the school's current requirements.</li> <li>• To clean areas in accordance with safe working practices</li> <li>• Replace consumables on the premises in appropriate location, for example, toilet rolls, soap, towels etc.</li> <li>• Remove spillages and stains from floors and other surfaces</li> <li>• Assist in ensuring the overall appearance of the school ensuring its grounds are kept to a high standard and that pathways are kept clean and safe</li> <li>• Clean the internal face of external windows and other internal glass within the limitations of safe working practices</li> <li>• To comply with the schools Health &amp; Policy, other relevant legislation and other school policies</li> <li>• Ensure any Health &amp; Safety issues are reported to the Site Manager or School Business Manager</li> </ul> |
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|                                      | <ul style="list-style-type: none"> <li>• Always ensure safe working practices and the correct use of plant and equipment.</li> <li>• Safe storage of all cleaning and COSHH materials</li> <li>• To be proactive in maintaining excellent cleaning standards in both designated areas and those required in support of the Premises team</li> <li>• Contributing to risk assessment</li> <li>• Other duties arising from the use of the school site</li> <li>• Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li> </ul> <p><u>Customer Care</u></p> <ul style="list-style-type: none"> <li>• To carry out your duties in a polite, efficient and cheerful manner building relationships with regular users</li> <li>• To treat students, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values</li> <li>• To promote a favourable image of Bracken Hill School to all building users</li> <li>• To present high standards of personal appearance in accordance with the school's ethos and values</li> </ul> <p><u>Environmental</u></p> <ul style="list-style-type: none"> <li>• To demonstrate good environmental practice (such as energy efficiency, recycling and waste reduction) in exercising the responsibilities</li> </ul> |
| <b>Other General Requirements</b>    | <ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Always promote and act in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Safeguarding Responsibilities</b> | <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policies.</li> <li>• Maintain an attitude of "it could happen here" and act in the best interests of children at all times.</li> <li>• Be vigilant in identifying signs of abuse, neglect, exploitation, radicalisation, child-on-child abuse, online harm, mental health concerns, and any other safeguarding issues.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|  | <ul style="list-style-type: none"> <li>• Report any safeguarding concerns, disclosures or allegations immediately in line with school procedures and maintain appropriate confidentiality.</li> <li>• Contribute to the creation of a safe, inclusive and positive environment in which children feel secure, valued, respected and able to learn.</li> <li>• Undertake safeguarding and child protection training, including online safety training, as required by the school and maintain an up-to-date knowledge of safeguarding responsibilities.</li> <li>• Understand and comply with statutory guidance, including <i>Keeping Children Safe in Education</i>, the school's Child Protection Policy, Staff Code of Conduct, and other relevant safeguarding procedures.</li> <li>• Promote equality, diversity and inclusion, and actively challenge discrimination, bullying, harassment and inappropriate behaviour.</li> </ul> |
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The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, agency staff, contractors and visitors to share this commitment.

This post involves regular contact with children and may involve regulated activity. The successful candidate will be required to undertake all relevant pre-employment checks in line with statutory guidance and safer recruitment practices, including an Enhanced Disclosure and Barring Service (DBS) check with Children's Barred List check where appropriate, online searches, verification of identity, right to work in the UK, qualifications, employment history and references.

We are committed to the fair treatment of applicants and the recruitment of ex-offenders. A criminal record will not automatically prevent an applicant from being appointed. Any relevant information disclosed will be considered fairly and on an individual basis, taking into account the nature of the role, the circumstances of the offence(s), and the safeguarding responsibilities of the post.

Esteem Multi-Academy Trust is an equal opportunities employer and is committed to creating an inclusive environment for all employees. This approach reflects the safer recruitment expectations outlined within *Keeping Children Safe in Education 2026*.

## Person Specification

|                                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Desirable                                                                                                                                                                                                                                                 |
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| <b>Qualifications</b>            | <ul style="list-style-type: none"> <li>• Basic literacy and numeracy skills</li> <li>• Willingness to undertake training as and when required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• GCSE English &amp; Maths Level 4 (Grade C)</li> <li>• First aid certificate</li> <li>• Health and Safety qualification or accreditation</li> <li>• Premises, site or building and site qualifications</li> </ul> |
| <b>Experience</b>                | <ul style="list-style-type: none"> <li>• Understanding of health &amp; safety regulations</li> <li>• Experience in a similar environment</li> <li>• Full Driving Licence</li> <li>• Ability to manage multiple tasks and respond to emergencies effectively</li> </ul>                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Experience working within the academy or education sector</li> <li>• Experience of working in a premises environment</li> </ul>                                                                                  |
| <b>Knowledge &amp; Abilities</b> | <ul style="list-style-type: none"> <li>• Have effective oral and written communication skills</li> <li>• Be able to prioritise to ensure the school maintains a safe environment</li> <li>• Ability to work as part of a team</li> <li>• Dedicated and pro-active</li> <li>• Ability to meet the physical requirements of the role</li> <li>• Able to work on own initiative and be self-motivated</li> <li>• Commitment to equality, diversity and inclusion principles</li> <li>• Flexible approach with the ability to think creatively, solving problems with a 'can do' attitude.</li> </ul> |                                                                                                                                                                                                                                                           |

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| <p><b>Safeguarding Commitment and Suitability</b></p> | <ul style="list-style-type: none"> <li>• Demonstrates a commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Has an understanding of personal responsibility for safeguarding and child protection.</li> <li>• Demonstrates the ability to maintain appropriate professional boundaries with children, young people and colleagues.</li> <li>• Understands the importance of confidentiality whilst recognising the need to share information appropriately to safeguard children.</li> <li>• Demonstrates a commitment to equality, diversity, inclusion and anti-discriminatory practice.</li> <li>• Is willing to undertake all safeguarding and safer recruitment checks and training required for the role.</li> <li>• Demonstrates values and behaviours consistent with working in an education setting and acting in the best interests of children at all times.</li> </ul> | <ul style="list-style-type: none"> <li>• Previous safeguarding training.</li> <li>• Experience of working within an education, care, health or youth setting.</li> <li>• Knowledge of statutory safeguarding guidance, including <i>Keeping Children Safe in Education</i>.</li> </ul> |
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