



## Job Description



<b>Job Title</b>	Cleaner
<b>Grade</b>	Grade 1
<b>Responsible to:</b>	Site Manager
<b>Responsible for:</b>	Not applicable
<b>Working days / hours:</b>	39 working weeks during term time. 10 hours per week

### Core Purpose:

Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification, which would normally include the following:.

### Legal and Statutory Requirements

The Cleaner's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)

### Main Activities

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
- Locking and unlocking windows and doors as directed.
- Undertaking training in use of methods, materials and equipment, as instigated by the Site Manager/Headteacher.
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the School.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
- Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.

- Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
- Reporting immediately to the Site Manager or Headteacher any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
- Ensuring the Site Manager or Headteacher are aware of low stock levels of materials and equipment for which you are responsible.
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
- You can be required to move to different cleaning areas within the school as directed by the Site Manager or Headteacher .

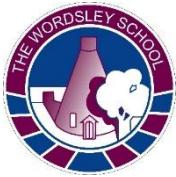
#### **Other**

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and other learning activities and performance development as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post

Duties may vary according to the organisational structure within the school. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.



## Personnel Specification



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No	Categories	Essential	Desirable
<b>QUALIFICATIONS</b>			
1.	Willing to undergo appropriate training	◆	
<b>EXPERIENCE</b>			
2.	3-6 months previous experience of cleaning in a professional/work environment	◆	
3.	Use of buffing and vacuuming equipment.	◆	
<b>ABILITIES, SKILLS &amp; KNOWLEDGE</b>			
4.	Ability to understand and comply with work instructions (written and verbal).	◆	
5.	Methodical approach to cleaning.	◆	
5.	Ability to follow manufacturers' instructions with regard to cleaning chemical usage	◆	
7.	Able to apply Health and Safety procedures	◆	
<b>PERSONAL QUALITIES</b>			
8.	Flexible	◆	
9.	Methodical	◆	
10.	Practical	◆	
11.	Capable of moderate physical activity, i.e. use of buffing and vacuuming equipment	◆	
12.	Capable and willing to work on own initiative	◆	
13.	Able to deal with all types of cleaning which may involve dealing with excrement and vomit on occasion (suitable protective clothing will be supplied)	◆	

14.	Commitment to safeguarding and promoting the welfare of children and young people		
15.	Genuine respect for others and desire for equality of opportunity and diversity		
16.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these		