



Job Description

Job Title: Cleaner

Location: Bracken Hill School

Job Description

Job Title	Cleaner
Location:	Bracken Hill School, Chartwell Road, Kirkby in Ashfield, Nottinghamshire, NG17 7HZ
Hours per week:	Part-Time
Weeks worked per year:	Term Time Only
Reporting to:	Site Manager / School Business Manager
Salary Scale:	NJE Grade 2 (Point 3-4)

Main purpose of Role

- Under the direction and instruction of senior staff, to undertake the cleaning of the school premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards

Principal Accountabilities:

Key Responsibilities	- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards - Emptying litter bins, etc., and removing waste to designated areas. - Cleaning of toilets and washrooms to the required standard where allocated - Spray cleaning, scrubbing floors and re-sealing with polish. - Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners). - Cleaning of working surfaces and other furniture as directed. - Clearing up after flooding and/or any other emergency cleaning. - Effective and efficient on-site liaison with site representatives in order to deliver excellent standards of customer care. - 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
Other General Requirements	- Represent and promote the ethos and values of Esteem Multi-Academy Trust · - To take and be accountable for all decisions made within the parameters of the job description ·

	• Participate with performance management and training and activities that contribute to personal and professional development . • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. . • Provide a high standard of customer service in all dealings internal and external to the MAT
Safeguarding Responsibilities	• Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policies. • Maintain an attitude of "it could happen here" and act in the best interests of children at all times. • Be vigilant in identifying signs of abuse, neglect, exploitation, radicalisation, child-on-child abuse, online harm, mental health concerns, and any other safeguarding issues. • Report any safeguarding concerns, disclosures or allegations immediately in line with school procedures and maintain appropriate confidentiality. • Contribute to the creation of a safe, inclusive and positive environment in which children feel secure, valued, respected and able to learn. • 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. • 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. • Promote equality, diversity and inclusion, and actively challenge discrimination, bullying, harassment and inappropriate behaviour.

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

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

Criteria	Essential	Desirable
Education and Knowledge	Basic literacy and numeracy skills gained from general education or equivalent necessary to undertake a limited number of tasks.	
Experience and Skills	Knowledge of cleaning procedures and use of basic cleaning equipment.	
Personal Skills and General Competencies	- Ability to work as part of a team - Ability to take pride in cleaning the school and ensuring all school practises are adhered to - Ability to follow instructions - Hard worker - Reliable, honest and flexible - Enthusiastic - Ability to respect confidential issues regarding pupils, parents and staff - Willing to undertake any in-service training offered which is relevant to the duties of the post	
Safeguarding Commitment and Suitability	- Demonstrates a commitment to safeguarding and promoting the welfare of children and young people. - Has an understanding of personal responsibility for safeguarding and child protection. - Demonstrates the ability to maintain appropriate professional boundaries with children, young people and colleagues. - Understands the importance of confidentiality whilst recognising the need to share information appropriately to safeguard children. - Demonstrates a commitment to equality, diversity, inclusion and anti-discriminatory practice. - Is willing to undertake all safeguarding and safer recruitment checks and training required for the role. - Demonstrates values and behaviours consistent with	- Previous safeguarding training. - Experience of working within an education, care, health or youth setting. - Knowledge of statutory safeguarding guidance, including <i>Keeping Children Safe in Education</i>.

	working in an education setting and acting in the best interests of children at all times.	
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