



HEARTS ACADEMY TRUST



CLEANER JOB DESCRIPTION

HEARTS VALUES

Redefining Possibilities

Our HEARTS values form the foundation of our culture of care, inclusion, mutual respect, and service to our communities which empowers all to flourish and make a difference.

H



HAPPINESS

We promote **happiness** and good mental health & wellbeing by building relationships that have a strong, shared sense of purpose, where all are valued and belong. Our curriculum is rich in opportunities and experiences that ignite a love of learning.

E



EQUITY

We are engines of social justice: we ensure everyone is treated with **equity** and help those who need it, overcoming barriers and battling against unfairness.

A



ACHIEVEMENT

We facilitate and celebrate **achievement** within and beyond our schools, recognising the individuality of success, enabling all to fulfil their potential and prosper.

R



RESILIENCE

We develop **resilience** through hard work and cultivating courage in the face of adversity. We foster independence of thought, a willingness to take risks, persevere and learn from mistakes, taking responsibility over our decisions.

T



TRUTH

We model **truth**, integrity and authenticity: doing the *right* thing, because it is the right thing, even when it is difficult.

S



SPIRITUALITY

We promote **spirituality** through empathy, reflection and appreciating diverse backgrounds and cultures. We endeavour to live life in all its fullness through a deepening sense of awe and curiosity, expanding connections with the wider world around us.

www.heartsacademytrust.co.uk

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HEARTS Academy Trust, HEARTS House, 2 Mount Road, Wickford, Essex, SS11 8HE

CLEANER

JOB DESCRIPTION

Qualifications & Experience

Detail	Examples
Job Title	Cleaner
Grade	Band 1, point 2
Reports to	Headteacher/Site Supervisor/Caretaker/Cleaner Supervisor
Responsible for	N/A
Liaison with	Pupils Administrative Staff Headteacher Teaching staff Catering and Caretaking Staff
Job Purpose	To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.
Principal Accountabilities	
Duties	<ul style="list-style-type: none"> To carry out cleaning in all and any areas of the school Frequency of cleaning to be undertaken as directed by Procedure Codes Assisting with the locking and unlocking of school buildings and rooms To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners To assist as necessary with the cleaning up after break-in or vandalism at the school In emergency situations to assist with the clearing of snow and ice from paths and entries To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals To notify the Caretaker or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others <p>Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Headteacher and Governing Body.</p>
General	<ul style="list-style-type: none"> To attend relevant training and meetings as required To respect confidentiality at all times

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| | <ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager• To understand and apply school policies in relation to the health, safety, welfare and behaviour of pupils• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment |
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The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.

Name of employee:

Signature of employee:

Date: