

## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

|                         |  |
|-------------------------|--|
| <b>Job Title:</b>       | Cleaner  |
| <b>Location:</b>        | Across the Trust (based at Buckfastleigh Primary School currently) |
| <b>Grade/salary:</b>    | Devon Grade A      £12.85 per hour                                 |
| <b>Hours:</b>           | 12.5 hours per week, 41 weeks per year                             |
| <b>Responsible for:</b> | N/A  |
| <b>Reports to:</b>      | Cleaning Supervisor  |

### **Job Purpose**

The Cleaner supports the effective operation of the Trust and works to uphold and promote its vision and values.

To provide a clean and hygienic environment by cleaning and associated duties throughout the school to the Schools Standards

### **Duties and Responsibilities**

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.
3. Emptying litter bins etc, and removing waste to designated areas.
4. Cleaning of toilets and changing rooms to the required standard.
5. Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners).
6. Cleaning working surfaces and other furniture as directed.
7. Cleaning of immediate outside areas.
8. To attend team meetings as directed.
9. Cover for sickness and annual leave where necessary.
10. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities 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.
11. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
12. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
13. To maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.

**Health & Safety:**

1. Take measures to ensure your safety and that of other school users.
2. To ensure that you are aware and adhere to any Health & Safety issues related to your post. (Safety data sheets, manufacturers instructions, cleaning machines).
3. To attend annual training.
4. All issues relating to health & safety to be report to the Site Manager.
5. All First aid issues to be reported and documented.

**Miscellaneous Duties:**

1. There is a detailed school deep clean carried out in the Easter and Summer breaks. These dates will be agreed mutually with the Cleaning Supervisor and Headteacher.
2. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
3. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
4. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
5. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

**PERSON SPECIFICATION**

E = Essential, D = Desirable

| <b>Method of Assessment</b><br>The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | <b>Essential or Desirable</b> | <b>Application Form</b> | <b>Interview (or other selection activity)</b> |
|---|-------------------------------|-------------------------|--|
| <b>VALUES-LED CULTURE - It is important to us that your values align with ours:</b>   |                               |                         |  |
| <b>Collaboration:</b>   |                               |                         |  |
| We are “Stronger Together”, sharing expertise across the Trust to lift every school   | E                             |                         | X  |
| <b>Aspiration:</b>  |                               |                         |  |
| We refuse to accept that geography or disadvantage dictates destiny   | E                             |                         | X  |
| <b>Integrity:</b>   |                               |                         |  |
| We act ethically, transparently, and with financial propriety   | E                             |                         | X  |
| <b>Compassion:</b>  |                               |                         |  |
| We recognise the need and act with positive intention to support wellbeing  | E                             |                         | X  |
| <b>Respect:</b>   |                               |                         |  |
| We value diversity, listen to our communities, and treat every individual with dignity  | E                             |                         | X  |
| <b>QUALIFICATIONS:</b>  |                               |                         |  |
| Good standard of literacy and numeracy  | D                             | X                       | X  |
| <b>EXPERIENCE:</b>  |                               |                         |  |
| Previous experience of cleaning duties in a school environment  | D                             | X                       | X  |
| <b>KNOWLEDGE, SKILLS AND ABILITIES:</b>   |                               |                         |  |
| Good interpersonal skills   | E                             | X                       | X  |
| Working knowledge of Health and Safety at Work Act and COSHH regulations  | D                             | X                       | X  |
| <b>FURTHER REQUIREMENTS:</b>  |                               |                         |  |
| Able to work unsocial hours   | E                             |                         | X  |
| Ability to work on own initiative   | E                             |                         | X  |
| Physical fitness to undertake cleaning tasks  | D                             |                         | X  |
| Understanding protection and safeguarding of children   | E                             |                         | X  |