



# Job Description

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**Job Title:** Cleaner

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**Location:** Bracken Hill School

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## Job Description

<b>Job Title</b>	Cleaner
<b>Location:</b>	Bracken Hill School, Chartwell Road, Kirkby in Ashfield, Nottinghamshire, NG17 7HZ
<b>Hours per week:</b>	10 Hours
<b>Weeks worked per year:</b>	Term Time Only
<b>Reporting to:</b>	Site Manager / School Business Manager
<b>Salary Scale:</b>	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:

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards</li> <li>Emptying litter bins, etc., and removing waste to designated areas.</li> <li>Cleaning of toilets and washrooms to the required standard where allocated</li> <li>Spray cleaning, scrubbing floors and re-sealing with polish.</li> <li>Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners).</li> <li>Cleaning of working surfaces and other furniture as directed.</li> <li>Clearing up after flooding and/or any other emergency cleaning.</li> <li>Effective and efficient on-site liaison with site representatives in order to deliver excellent standards of customer care.</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>
<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>Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities &amp; GDPR. ·</li> <li>Provide a high standard of customer service in all dealings internal and external to the MAT</li> </ul>

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 all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

Criteria	Essential
<b>Education and Knowledge</b>	<ul style="list-style-type: none"> <li>Basic literacy and numeracy skills gained from general education or equivalent necessary to undertake a limited number of tasks.</li> </ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>Knowledge of cleaning procedures and use of basic cleaning equipment.</li> </ul>
<b>Personal Skills and General Competencies</b>	<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Ability to take pride in cleaning the school and ensuring all school practises are adhered to</li> <li>Ability to follow instructions</li> <li>Hard worker</li> <li>Reliable, honest and flexible</li> <li>Enthusiastic</li> <li>Ability to respect confidential issues regarding pupils, parents and staff</li> <li>Willing to undertake any in-service training offered which is relevant to the duties of the post</li> </ul>