



Job Profile

Job Title: Cleaner

Job No:

Reports to: Site Manager

Hours: Mon to Fri 15:00 pm to 18:00 during Term Time = 15hrs p/wk; 49.25 weeks p/year

Flexible during school holidays, inset days, parents' evenings.

Location: Langstone Primary Academy, Portsmouth, but required to work at any location where business is conducted that is within reasonable distance of the School

Function of the post:

To ensure that the designated areas of the school are kept in a clean and hygienic condition. The postholder will normally work as part of a team and will always be under the direction of site manager / site maintenance assistant.

Principal Accountabilities

- Cleaning, washing and sweeping.
- Emptying of litter bins and removing such litter to outside bins.
- Polishing and dusting where appropriate.
- Using powered equipment (eg vacuum cleaners, polishers) where appropriate.
- To undertake such other duties as may be reasonably requested by the site manager.
- To assist with security (eg closing windows and any self-locking doors where possible).
- The designated area for cleaning will include will include toilets and shower areas.
- Duties may vary between term and closure periods to meet local circumstances at the school. Your daily working times will be as specified by the Headteacher or her delegated representative.
- You will normally be cleaning the same areas daily. In case of staff absence you will be expected to be flexible and meet contingencies as they arise.

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Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Unpaid Leave

Unpaid Leave:

- all staff to observe school term dates, holidays to be arranged accordingly
- pay will be deducted where staff request time out for personal appointments
- early notice of absence is necessary in order for relief cover to be arranged

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	Good knowledge of cleaning processes for specific area/ materials Knowledge of safer handling and slip, trip, spill hazards.	Relevant knowledge for the duties of the post, equivalent to national qualification level 1. GCSE Grade C or above in Mathematics and English Language, or equivalent qualification or skill level Qualified as a First Aider at Work Knowledge of working in a primary school environment	Application Documentary Evidence Interview
Skills	Good interpersonal and communication skills that enable instructions and information to be understood and delivered effectively, and with the ability to develop good working relationships for the delivery of an effective service Self-motivated and able to work with minimum supervision, whilst having the skills to work effectively as part of a team Time management skills to enable duties to be completed to specified standards and to a high level Ability to follow pre-determined cleaning routines and standards	Skill of reporting hazards or problems in the work environment, liaising with senior staff where necessary Safer handling training	Application Interview References
Experience	Previous current relevant experience of cleaning and duties required to ensure practice meets health and safety standards	Previous experience of cleaning in a school environment	Application Interview References
Personal attributes	A commitment to high standards of customer service, with a positive approach, demonstrating empathy to the needs of pupils and staff Flexible, conscientious and reliable approach, with a receptive attitude towards ongoing training and changing needs of the school A pride and understanding of the importance of the role to the environment in which staff and pupils work		Interview References

