



MANOR MULTI ACADEMY TRUST
Job Description: Cleaner
St Thomas CE Academy (MMAT)



Duties & Responsibilities of a Cleaner

We expect our Cleaner at Manor MAT to uphold our core values of **Integrity; Ambition, Collaboration, and Inclusion**; act with honesty; keep their knowledge and skills as a Cleaner up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

Core Purpose

The core purpose of a Cleaner at a Manor MAT School is to clean school and other Premises.

Key Responsibilities

- Cleaning of premises (including toilets, classrooms, offices, etc.), furnishings and equipment to include vacuuming, deep cleaning, sweeping, washing, polishing, dusting, and emptying of litterbins together with the operation of powered equipment where necessary to ensure that recognized standards are maintained.
- Provide cleaning of all accessible floors, internal windows, walls, partitions, ceilings, fixtures, and fittings as directed by the Head teacher, Caretaker, Business Manager or Trust.
- The collection of rubbish and debris from the buildings and replenishing materials in toilet and amenity blocks required to maintain the necessary standard of hygiene.
- Use cleaning materials economically and accept responsibility for cleaning equipment and ensuring its safe usage and storage, and for washing pads, dusters, mops, and floor cloths issued to them.
- Reporting to the Caretaker or their authorised deputy or cleaner in charge, anything which they consider should be brought to their notice.
- Complete and sign timesheets and attendance registers and other records as required.
- To attend training courses as considered necessary by the management team.
- To understand and comply with the general requirements of the Health and Safety at Work Act, 1974.
- Any other appropriate work as required by the Head teacher, Caretaker, Business Manager or Trust.
- Prepared to work mornings and evenings as required and at all other times in case of emergency

Other Responsibilities

- To attend First Aid training as required.
- Administer First Aid to pupils, staff and visitors as required.
- To attend any other training courses as required

General Requirements

- **Health & Safety** – The postholder is required to carry out the duties in accordance with the School’s Health and Safety policies and procedures.
- **Equal Opportunities** – The postholder is required to carry out the duties in accordance with the School’s Equal Opportunities policies.
- **Safeguarding** – Employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the postholder to undertake an Enhanced DBS check.
- **School Ethos** – contribute to the development and implementation of the overall vision of the company including compliance with school policies and procedures. The postholder must maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- **Training** - The postholder is required to undertake appropriate and regular training and/or legislative/educational developments to maintain knowledge and improve practice.

Supporting the School

- To develop positive relationships with all staff and children.
- To liaise, advise and consult with other members of the cleaning/ caretaking team.
- To attend relevant in-service training.
- To be aware of school procedures.
- To be aware of confidential issues linked to home/teacher/schoolwork and to keep confidences appropriately.
- Any other tasks as directed by the Headteacher, which fall within the purview of the post.

Monitoring

Cleaning zone will be monitored weekly by the site supervisor and termly by the Premises Manager. Feedback will be given on what is being done well and areas to improve. It is the duty of the cleaner to ensure all issues to be improved are addressed.

General Conditions

This job description is subject to annual review. It may be amended only after full consultation with the Cleaner concerned. It will be signed if agreement is reached.

If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

Cleaner

Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
Training	Willingness to undertake training as directed – this may involve attendance outside normal working hours.	✓	
Special Knowledge/ Skills	Literacy skills		✓
Personal Qualities	To be able to follow and understand instructions given by management.	✓	
	Enthusiasm and a willingness to learn.		✓
Commitment	To provide a first class service to the school.	✓	
	Flexibility to enable the various duties and requirements of the post to be undertaken.	✓	