



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Cleaner
Location:	Across the Trust (based at Manor Primary School currently)
Grade/salary:	Grade A £24,796 FTE
Hours:	10.5 hours per week 41 weeks per year
Reports to:	Headteacher
Responsible for:	N/a
Key relationships:	Headteacher and Caretaker

Job Purpose

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

To undertake the cleaning of designated areas within the premises to ensure that they are kept in a clean and hygienic condition to meet the school's specification.

Contributing to the care, welfare and education of children with a commitment to the aims of the school:

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. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins and the clearing of the designated areas which may include toilets, shower areas, fixtures and fittings using where appropriate powered equipment.
3. Follow health and safety guidelines, report facility machinery and equipment to caretaker.
4. Report shortfall in stock requirements to the caretaker.
5. Advise the caretaker of any deficiencies in classroom or corridors etc. e.g. broken items, carpet rising.
6. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
7. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
8. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
9. 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

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		X
Integrity:			
We act ethically, transparently, and with financial propriety	E		X
Compassion:			
We recognise need and act with positive intention to support wellbeing	E		X
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
EXPERIENCE:			
Experience of undertaking a range of cleaning duties.	D	X	
KNOWLEDGE, SKILLS AND ABILITIES:			
Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.	D		X
Knowledge of COSHH and the safe use of chemicals.	D		X
Knowledge of cleaning best practises	D	X	X
Ability to work effectively and supportively as a member of the school team.	E		X
FURTHER REQUIREMENTS:			
Willingness to participate in further training and development opportunities offered.	E		X