



Job Description

Cleaner

Permanent Contract

Olney Middle School

Salary: B1 (FTE £25,583.00)

Hours: 10 Hours per week

Purpose of job

To provide an on-site cleaning service for a specified area whilst maintaining a high standard of cleanliness with the school, as directed

Key Objectives

1	Undertake cleaning of allocated areas in line with specified standards and as directed.
2	Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
3	Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
4	Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification of the premises

5	Maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches
---	-----------------------------------------------------------------------------------------------------------------------------------

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

Follows pre-determined cleaning routines and standards and reports hazards or problems with equipment to senior staff.

Work in conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards.

Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.

Work Profile

Store allocated equipment and materials safely and securely

Collect and dispose of waste

Refill and replace soap, towels and other consumables.

Individuals in this role may also:

To adhere to school local and national authority's guidelines and exercise professional discretion at all times.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Participate in training and other learning activities and performance development as required

Contribute to the overall ethos/work/aims of the school

Attend relevant meetings

To maintain confidentiality

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> Attainable Successful experience within an agreed period applicants will be expected of time to obtain the denoted qualifications or <u>A</u>					A Application I
<u>D</u> Desirable Applications will be preferred from candidates with the denoted experience qualifications or <u>D</u>					T Interview Testing
<u>E</u> Essential Applicants without the denoted considered for this role qualifications or experience will not be <u>E</u>					R Reference
Qualifications	No specific qualifications				
Skills / Experience	Experience of a range of cleaning functions		X		A
			X		A
Competencies				Level	Assess by;
<u>A</u> Awareness Demonstrable aptitude and ability to develop in the particular work area					A Application I
<u>S</u> Significant Clear competence in the work element sufficient for all role requirements					T Interview Testing
<u>E</u> Extensive Sufficient expertise in the policy and practice work element to lead and mentor others, and influence <u>E</u>					R Reference
Planning and organising work	Scheduling own cleaning tasks in accordance with agreed procedures and priorities.		X		I
Influencing and interpersonal skills	Working co-operatively with teaching and other support staff.		X		I,R
Using initiative	Basic problem solving within appropriate limits. Dealing with day to day incidents and emergencies.		X		I



Inspiring Futures
through Learning

Working independently	Shared responsibility for building cleanliness.		X		I
Managing people	Works with other cleaners		X		I
	Responsible for tools and equipment used.		X		I
Managing resources	Stocks of consumables		X		I
Managing risk	Health and safety awareness in all aspects of work.		X		I
Managing oneself	Awareness of opportunities for self-improvement		X		I

What we offer:

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package, discount on high street shops, gym membership, cinema tickets, cycle to work scheme, Employee Assistance Program and much more.

Other Information:

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Our commitment to ensuring equal opportunity and lifelong development is showcased in our 1:1 iPad initiative for learners and teaching colleagues across the schools in our trust. By harnessing the power of technology and collaboration, we aim to reshape and rethink what it means to be a learner into this digital age, and you can play a role in shaping our curriculum offer by joining us on this journey.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

#WelcomeToIFtL #BelongingInIFtL #IFtLFamily



**Inspiring Futures
through Learning**