

Job Description

Job title: Cleaner

Reports to: Site Manager

Pay Scale: Grade 2

Overall Job purpose:

To work alone or within a team under the direction of the Site Manager or other nominated member of staff, providing an efficient service of cleanliness, ensuring that all assigned areas are cleaned to the standard required within set procedures in order to ensure a clean and safe learning environment for the pupils.

Principal Duties and Responsibilities

- To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
 - To clean designated areas, in accordance with the building cleaning specification as directed by the Headteacher or designated nominee. This may include cleaning hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
 - To use cleaning materials and equipment necessary to carry out duties including diluting and using cleaning chemicals as instructed with due regard to COSHH regulations.
 - To operate cleaning machinery in accordance with instructions and within Health & Safety guidelines, and to keep such machinery in clean and safe condition reporting faults to managers.
 - To collect and remove rubbish from work areas to a collection point as directed.
 - To carry out emergency cleaning as required, resulting from accident, sickness, vandalism and fire.
 - Ensure all medical/clinical waste is sealed in appropriate coloured bags and made ready for collection (usually in Special Schools).
 - To report defects such as faulty plugs, fuses etc to supervisor/manager.
 - Take such measures as appropriate to protect the school and its contents.
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- To comply with regulations relating to security and confidentiality
- To take appropriate Health & Safety precautions, where necessary, whilst carrying out duties thereby ensuring the personal safety of all staff, pupils and visitors.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

General Duties

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Manager.
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

Person Specification

Criteria	Essential	Desirable	How tested
Qualification	<ul style="list-style-type: none"> Basic English and Mathematics skills 		<ul style="list-style-type: none"> Application form
Experience	<ul style="list-style-type: none"> Able to build and maintain excellent relationships Good verbal and written communication skills Able to work as part of the wider team and work on own initiative Able to work under pressure, plan ahead and prioritise workload Professional at all times, demonstrating and modelling school values 		<ul style="list-style-type: none"> Application form Interview
Knowledge and Skills	<ul style="list-style-type: none"> Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role 		<ul style="list-style-type: none"> Interview

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	<ul style="list-style-type: none"> ● Willingness to undertake necessary tasks of an unpleasant nature ● An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations ● The ability to work flexible hours ● Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items and operate vacuum cleaners and floor mops 		
<p>Personal attributes</p>	<ul style="list-style-type: none"> ● Punctual, dependable and trustworthy ● Is proactive and actively seeks solutions ● Discreet, tactful and able to maintain confidentiality ● Patient, courteous and positive 		<ul style="list-style-type: none"> ● Interview