

Hull Collaborative Academy Trust Job Description

Post title: Cleaner

Reports to: Site Facilities Manager

Grade: 1

Main Purpose of the Post

To keep the school clean and tidy bearing in mind all Health and Safety issues.

Roles and Responsibilities

1. To clean and disinfect every day work surfaces and floors and paintwork in the designated area, taking special care in sterilized milk preparation areas.
2. To dust and vacuum where necessary.
3. To remove all rubbish each day from the designated working areas.
4. To remove and dispose of identified items as directed.
5. To work as part of a team.
6. To be flexible to ensure the operational needs of the school are met.
7. To undertake duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

Responsibility

1. Responsibility for Staff:

To work as part of a team under the supervision of the Site Facilities Manager.

2. Responsibility for Customers/Clients:

To maintain standards of friendliness and helpfulness in line with the ethos of the school.

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

To work as part of the team to identify levels of stock and organise replacement through the Site Facilities Manager.

Decision Making

To make decisions commensurate with the job description/person specification and in line with responsibility.

Contact with children

This post involves contact with children in a school setting and has safeguarding responsibilities.

Contacts and Reason for the Contact:

1. Within the School

Basic contact as required. Accountable to the Site Facilities Manager.

2. Within the Trust

None.

3. With External Bodies to the Academy

None.

Risks to health

Physical demands – medium risk due to

Working conditions – medium risk due to

Emotional demands – N/A

HCAAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAAT Policies and Procedures.

HCAAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	N/A			
EXPERIENCE			Previous cleaning experience	
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	R/I		
SKILLS	<p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people</p>	<p>R/I</p> <p>R/I</p>		

PERSONAL QUALITIES				
OTHER REQUIREMENTS				

*Key: AF=application form; I=interview; T=test; P=presentation; R=references