



Innovate
Multi Academy Trust
Aspiration, Inclusivity, Kindness, Resilience

Job Description

Cleaner

RESPONSIBLE TO: SCHOOL OFFICE MANAGER

LIAISES WITH: ALL STAFF

WORKING HOURS: 10 HOURS PER WEEK MONDAY - FRIDAY (EITHER 6:30AM-8:30AM OR 3:00PM-5:00PM) 5 DAYS PER WEEK, 38 WEEKS + ADDITIONAL HOLIDAY HOURS PAID AS EXTRA HOURS

SALARY SCALE: NATIONAL JOINT COUNCIL - POINT 3

Purpose of the job

To carry out essential cleaning and tidying tasks after school, in designated areas of the school to ensure that the school is maintained to a high standard of cleanliness.

Specific Accountabilities

Key Features:

Cleaning

- clean designated areas, working to a time allocation, of the school using appropriate tools and materials including mop, brush, duster, vacuum, buffer and polish as required to ensure a high standard of cleanliness and hygiene is maintained
- empty litter, external and recycling bins and dispose of waste according to school policies on waste/recycling
- top up consumables as and when required or inform Cleaner in Charge of the need
- move furniture and equipment if required for cleaning, with assistance from a colleague where necessary, to enable cleaning to all areas
- inform the Cleaner in Charge of matters that require attention/replacement i.e. light bulbs, blocked toilets
- ensure that doors and windows are secure and lights are turned off

Ad-hoc/Additional Accountabilities

On an ad-hoc basis, such as during school holidays to undertake a deep clean of areas.

Arrangements for appraisal of performance

The role of the Cleaner will be monitored through the school's performance management programme and by the usual monitoring systems of the Senior Leadership Team.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Cleaner

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview you may also be asked to undertake practical tests to cover the skills and abilities shown below.

	Essential (E) Desirable (D)
Experience	
Cleaning skills	D
Experience of using industrial cleaning equipment	D
Experience of working with cleaning products	D
Experience of working in an educational setting	D
Able to work unsupervised	E
Willingness to train	D
Skills & Knowledge	
Basic secondary education	E
Able to demonstrate and interest in working with and interacting with children	E
An awareness of Child Protection issues	D
Willingness to undertake an enhanced CRB disclosure	E
Awareness of Equal Opportunities	D
Manual handling skills	D

A – Application Form, C – Certificates, I – Interview, T - Task