

## **JOB DESCRIPTION**

<b>Job Title:</b>	Cleaner
<b>NJC Spine points:</b>	3
<b>Responsible to:</b>	Assistant Site Services Officer

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### **Job Purpose**

To clean the interior of the School buildings within the Academy, ensuring that the whole school premises are kept in a clean and hygienic condition ensuring that the whole school premises meets the Trust's standards for hygiene and cleanliness.

### **Key External Contacts**

None

### **Key Internal Contacts**

Site Team, SLT, Staff

### **Duties and Responsibilities**

You will be required to carry out all or some of these tasks for the area(s) in which you have been directed to work:

1. Carry out allocated tasks in accordance with the cleaning schedules
2. To maintain a high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the Site Team
3. To be aware of fire prevention and drill procedures
4. To perform a deep clean as required during the school closure periods in accordance with the cleaning schedule
5. To ensure all areas are properly secured after cleaning work is completed and that any breaches of security are reported
6. To ensure that the correct colour coded cleaning equipment is used for allocated tasks
7. Report the need for replenishment of cleaning materials as and when required
8. Clean toilets and washrooms to the expected standard of the Trust
9. Replenish disposable items as necessary including toilet rolls, hand towels, soap etc
10. Ensure that the cleaning cupboards are maintained in a tidy and organised state

### **Responsibilities**

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person

3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
4. Appreciate and support the role of other professionals
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors.

#### **Personal & Professional Development**

1. Attend and participate in relevant meetings as required
2. Participate in training, other learning activities and performance development
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development.

#### **Confidentiality and Data Protection**

1. To treat all information acquired through employment, both formally and informally, in strict confidence
2. To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, KCSIE, Child Protection Procedures, Health and Safety and Data Protection.

### Person Specification – Cleaner

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/A*
<b>Experience</b>			
To communicate clearly and be able to understand written and verbal instructions	✓		A/I
Experience of working with young people and/or within a school environment		✓	A/I
<b>Skills, knowledge and Understanding</b>			
Good understanding of Health & Safety, COSHH regulations/legislation		✓	A/I
<b>Ability to carry out work under minimal supervision</b>			
Effective team player	✓		A/I
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing equipment	✓		A/I
Ability to fulfil their cleaning rota within the required time period to the quality standard expected	✓		A/I
Experience of carrying out basic cleaning tasks	✓		A/I
<b>Other Requirements</b>	✓		A/I
A commitment to on-going personal development and willingness to undertake appropriate training	✓		A/I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

\*I - Interview

A – Application Form