



# Job Description

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**Job Title:** Cleaner

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**Location:** Fountains Primary School

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## Job Description

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| <b>Job Title</b>              | Cleaner                  |
| <b>Location:</b>              | Fountains Primary School |
| <b>Hours per week:</b>        | 12.5                     |
| <b>Weeks worked per year:</b> | Term Time + 4 weeks      |
| <b>Reporting to:</b>          | Site Manager             |
| <b>Salary Scale:</b>          | Grade 1 Pt 2             |

### Main purpose of Role

To maintain a clean, safe, and hygienic environment for students, staff, and visitors.  
Ensure that the school is kept to a high standard of cleanliness, contributing to a positive learning environment.

### Principal Accountabilities:

|                    |  |
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| <b>Main Duties</b> | <ul style="list-style-type: none"> <li>To work as part of a small team to ensure the full schedule of work is completed to the required standards.</li> <li>To undertake general cleaning duties in line with agreed standards and schedule for the school.</li> <li>To be responsible for the safe and effective operation of cleaning and other equipment.</li> <li>To be responsible for the safe and effective use of prescribed chemical cleaning agents.</li> <li>To work in accordance with the aims and policies of the school and to promote the general appearance of the school</li> <li>To notify the Site Manager or Business manager promptly of any potential hazards, damage to the fabric, furniture or equipment of the school, or failure of cleaning equipment noticed during the course of duties.</li> <li>To support and contribute to the school's responsibility for safeguarding pupils.</li> <li>To work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.</li> <li>Have an understanding of, and commitment to, equality and diversity and apply this to day-to-day situations.</li> <li>Undertake any necessary training associated with the duties of the post.</li> <li>To maintain confidentiality and observe data protection guidelines where appropriate.</li> <li>To carry out any other reasonable duties within the overall function of the post, commensurate with the grading and level of responsibility of the job.</li> </ul> |
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| <b>Administration</b>           | <ul style="list-style-type: none"> <li>Ensuring Compliance with GDPR requirements.</li> </ul>   |
| <b>Generic Responsibilities</b> | <ul style="list-style-type: none"> <li>Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>To take and be accountable for all decisions made within the parameters of the job description</li> <li>Participate with performance management and training and activities that contribute to personal and professional development.</li> <li>Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>Provide a high standard of customer service in all dealings internal and external to the MAT</li> <li>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</li> <li>The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</li> </ul> |

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

| Criteria                             | Essential  | Desirable  |
|--------------------------------------|--|--|
| <b>Qualifications and Experience</b> |  | Performing cleaning tasks using a variety of methods and equipment |
| <b>Knowledge and Abilities</b>       | <ul style="list-style-type: none"> <li>• Awareness of safe working practices</li> <li>• Awareness of the importance and responsibility of keeping children safe in school</li> <li>• Ability to understand different methods of cleaning</li> <li>• Safe use of cleaning equipment including vacuum cleaners, floor cleaners and carpet cleaners</li> <li>• Safe use of cleaning chemicals</li> <li>• Good personal hygiene practice</li> <li>• Literate – able to read and follow instructions</li> <li>• Ability to work as part of a team</li> <li>• Willingness to undertake relevant instruction and training</li> <li>• Good work ethic, time management and attendance</li> <li>• Able to undertake a range of physical cleaning tasks</li> </ul> | Knowledge of using full range of cleaning equipment and materials  |

**Signed:**

**Date:**