

Summary Role Description

Cleaner

Role Purpose

Provide efficient cleaning services to Little Mead Primary Academy to ensure the general appearance of the building is maintained in accordance with required standards.

The post holder will be expected to observe safe working practices in carrying out the required duties, ensuring that instructions specified by technical consultants, contractors and manufacturers are adhered to.

Primary Responsibilities

The primary responsibilities of our cleaning team are:

1. To carry out all cleaning tasks specified by the site manager.
2. To use all cleaning materials and equipment in a safe and proper manner in accordance with instructions and procedures.
3. To undertake training as necessary.
4. To complete all documentation as required.
5. To follow safety and security processes.
6. To work flexibly at all times and carry out the duties appropriate to the post.
7. To monitor own standards of cleaning.
8. Cover absence of other cleaning team members, when required

General Responsibilities

- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It may be necessary to work with information technology and associated systems in accordance with Trust in Learning Academies and School policies.
- To co-operate with the school in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies.

- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the school's environmental policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time.

The details provided in this job description are to give an indication of the nature of the role. Additional duties may also be requested of the role holder, and the allocation of specific responsibilities may be amended from time to time, in negotiation with the role holder. The job description will be reviewed on an annual basis.

The governance team is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

Person Specification

Key: A = Application Form, I = Interview, R = Reference

Knowledge & Experience	Source of Evidence	Essential (Must have)	Desirable (Should have)
Proven knowledge and experience of cleaning.	A	●	
Ability to communicate clearly and to understand and follow instructions.	A, I	●	
Previous experience of working within a school (or related) environment.	A, I		●
Be able to work individually and as part of a team	A, I	●	
Able to demonstrate an understanding of equality and diversity issues	A,I	●	
An awareness of safety issues regarding the use of cleaning	A,I	●	
Abilities & Aptitudes			
Proven time & priority management skills.	A, I, R	●	
Capable of working autonomously.	A, I, R	●	
Comfortable working with and around children and adults.	A, I	●	
Effective inter-personal skills, including; <ul style="list-style-type: none"> ● ensuring that the customer is put first (including pupils and parents, and external site users) ● demonstrating a flexible, responsive and self-motivated attitude 	A, I, R	●	