

| JOB DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              | JD no: 10 |
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| Job Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |           |
| Post Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cleaner      |           |
| Responsible to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Line Manager |           |
| Purpose of job                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |           |
| To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |           |
| Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |           |
| <div><div></div><div><div><div>1.</div><div>Carry out all cleaning duties within designated areas, as directed by the supervisor/manager.</div></div><div><div>2.</div><div>Undertake specialised cleaning programmes during school closures or other designated periods.</div></div><div><div>3.</div><div>Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.</div></div><div><div>4.</div><div>Effective and safe use of domestic and industrial cleaning equipment and materials.</div></div><div><div>5.</div><div>Ensure a safe and tidy environment is maintained. Collect and dispose of waste.</div></div><div><div>6.</div><div>To undertake any other duties, commensurate with the level of the post, as may be required from time to time.</div></div></div></div> |              |           |
| Assessment and Reporting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |           |
| <div><div></div><div><div></div><div>Standard of work will be assessed by the Line Manager and as such the Cleaner will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |           |
| Student Care Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |           |
| <div><div></div><div><div></div><div>The Cleaner will follow the Trust’s procedures for student contact &amp; welfare.</div></div><div><div></div><div>All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child Protection Officer.</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |           |
| Training and Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |           |
| <div><div></div><div><div></div><div>Training and development will be given to ensure that the Administrative Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |           |
| Communication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |           |
| <div><div>The Cleaner will:</div><div><div></div><div>seek to respond to work-related matters within the same working day wherever possible</div></div><div><div></div><div>represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |           |
| Discipline, health and safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |           |
| <div><div></div><div>All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |           |

### Hours of work

The hours of work will be agreed with the employee

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### Performance Management

The Cleaner will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### Appraisal

The Cleaner will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.