

Cleaner

Job description and person specification

Job description

Post title: Cleaner

Salary: Level 1 Tier 1

Position: Part time, term time only

Reports to: Cleaning Supervisor/Team Leader

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other academy activities.

Main duties and responsibilities

- To carry out cleaning tasks set out in the academy's cleaning schedule.
- Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuum cleaning, polishing and dusting of designated areas as required by the academy.
- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the nominated supervisor/line manager.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- To observe health and safety and security requirements.
- To complete any appropriate records or documentation required by the Academy.
- To maintain good working relationships with other academy staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the academy.
- To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.
- Such other duties commensurate with the grade of the post as may be required by the Academy.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Cleaning and support services N/SVQ Level 1 or equivalent qualification		✓	Application form Qualification certificates
Knowledge and understanding			
Good understanding of English, both speaking and written	✓		Application form Interview References
Knowledge of COSHH and the safe use of chemicals.		✓	
Knowledge of cleaning best practises		✓	
Experience of undertaking a range of cleaning duties		✓	
Safely disposing of waste		✓	
Understanding and following safety rules		✓	
Basic knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.		✓	
Skills and attributes			
Able to work in an organised and methodical manner	✓		Application Interview
Reliable and good time management	✓		References
Able to work alone and use initiative	✓		Interview References
Honesty and integrity	✓		
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		
Ability to work effectively and supportively as a member of the school team	✓		
Efficiency and discretion – maintain confidentiality with paperwork GDPR	✓		
Commitment to ongoing personal and professional development		✓	
Core			
Able to work flexibly if travel to other local academies is required (if applicable, this will be discussed at interview)		✓	Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		

Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that their medical fitness for the post can be ascertained	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, two satisfactory references will need to be received.	✓		