

Job Profile

Job Title: CLEANER

Job no: CAT0064FBA

Reports to: Site Manager/Business Manager

Campus base: The Flying Bull Academy, Portsmouth, but required to work at any academy where business is conducted that is within reasonable distance of the school.

Function of the post:

To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

Principal Accountabilities:

1. Carry out a complete range of cleaning tasks throughout the school in accordance with the work schedule. Areas to be cleaned will include toilets, classrooms, corridors, offices, libraries, The Hub (ICT), Art/DT room, hall.
2. Clean and remove graffiti and body fluids as required using appropriate cleaning materials and in line with school procedure.
3. Move classroom tables and chairs and other movable furniture as required to enable cleaning duties to be carried out.
4. Ensure that windows are closed, doors closed/locked and lights turned off in areas as cleaning tasks are completed.
5. To be part of the Deep-Clean team in the holiday periods, cleaning wider areas of the school.
6. Work in a safe manner, and use the appropriate cleaning materials, tools and equipment for the task, ensuring all electrical equipment is used and stored in line with manufacturing instructions and in line with school safety procedures.
7. Take responsibility to report any damaged or faulty equipment or fixtures to your line manager on the same day and in line with school procedure.
8. Attend ongoing meetings and training within normal working pattern, on cleaning practice, Health & Safety issues, use of equipment, etc.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	Good knowledge of cleaning processes for specific area/ materials. Knowledge of safer handling and slip, trip, spill hazards.	Knowledge equivalent to national qualification level 1. Qualified as a First Aider at Work Knowledge of working in a primary school environment	Application Documentary Evidence Interview
Skills	Follows pre-determined cleaning routines and standards. Good interpersonal and communication skills that enable instructions and information to be understood and delivered effectively. Ability to communicate effectively and build good working relationships with staff, parents, carers and other stakeholders relevant to the post Have the ability to work on own or as part of a team. Self-motivated and able to work with minimum supervision Ability to take pride in cleaning the school and ensuring all school practices are adhered to	Skill of reporting hazards or problems in the work environment, liaising with senior staff where necessary. Safer handling training.	Application Interview References
Experience	Previous experience of cleaning Experienced in undertaking duties that are required to meet health and safety standards	Previous experience of cleaning in a school environment	Application Interview References
Personal attributes	A commitment to high standards of customer service, with a helpful approach, demonstrating empathy to the needs of pupils and staff Demonstrate receptive attitude towards ongoing training Flexible, conscientious and reliable		Interview References

	approach to the post Good timekeeping and an ability to meet deadlines Ability to respect confidential issues regarding pupils, parents and staff.		
	Be prepared to meet the required dress standard including wearing the appropriate staff clothing, which will be provided. Willing to work flexibly as the needs and demands of the school change – e.g. alternate hours and cleaning areas in holiday times		

August 2017