

St Augustine Academy

Job Description



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| Job Title: | Cleaner | Reporting to | Site Manager |
| | | Grade and Range: | WAT Grade B pt. 2 |

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| Purpose and Context: | To provide a cleaning service in specified areas of the site. |
| Duties and Responsibilities | <p>To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the Cleaning Supervisor or nominee.</p> <p>To operate cleaning machinery in accordance with instructions.</p> <p>To dilute and use cleaning materials as instructed. To collect and remove waste/rubbish from work area to collection point as directed.</p> <p>To collect and remove waste/rubbish from work area to collection point as directed.</p> <p>To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.</p> <p>To comply with instructions relating to security and confidentiality.</p> <p>To participate in the Academy's performance management process.</p> <p>To note and report as necessary on matters affecting the health and safety of persons on the site in accordance with the Academy's health and safety guidelines.</p> <p>To undertake any other duties as may reasonably be required by the Site Manager or the Principal.</p> |
| Culture and Ethos | <p>To promote the Woodard Christian Ethos that embraces all faiths and none</p> <p>To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.</p> |
| General | To carry out any other duties as may reasonably be required by the Principal. |

All staff are expected to:

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on keeping children safe in education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

The duties above provide a summary of main areas of responsibility, and should be read in association with the current Woodard teachers' pay and conditions document, and in the context of the DfE's professional standards for teachers and the current Woodard standards for leadership and management.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed: (Principal)

St Augustine Academy

Person Specification



Assistant Principal

E = Essential criteria, D = Desirable criteria

Skills and Abilities

- E - Ability to work in an organised and methodical manner
- E - Ability to work effectively and supportively as a member of the school team
- E - Ability to work on own initiative and organise work with minimal supervision and meet deadlines
- E - Ability to communicate at an appropriate level both written and orally

Motivation

- E - Appropriately motivated to work with children & young people.
- E - Ability to form & monitor appropriate relationship & personal boundaries with children & young people.
- E - Motivated to perform the job well and to continuously develop
- E - Commitment to trust / academy ethos and values

Personal Qualities

- E - Reliability
- E - Emotional resilience and maturity appropriate to level of job and responsibilities
- E - Ability to establish good working relationships with all relevant key contacts
- E - Strong team ethic, supportive of others and covering for other staff if needed
- E - An understanding of child protection and safeguarding in educational establishments
- E - Willingness to participate in training and developmental opportunities offered by the Academy

Special Conditions

- D - May be required to work outside of normal school hours on occasion, with due notice.
- E - All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.