



## Job Description

**Post Title:** Cleaner

**Department:** Cleaning

**Reporting to:** Cleaning Manager

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### Purpose of the post

Undertakes a full range of cleaning duties using domestic and industrial cleaning equipment to ensure all areas of the educational setting are maintained to a specified quality standard.

### Responsibilities

- Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean.
- Clean all internal surface areas e.g. walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning.
- Empty wastepaper bins and removes waste to a designated area.
- Undertake other cleaning duties e.g. carpet and upholstery valeting, stain, chewing gum and graffiti removal, de-scaling sanitary appliances.
- Undertake routine equipment safety checks, cleaning, maintenance and storage e.g. waste removal and filter cleaning.
- Replenish sanitary and hygiene supplies e.g. soap, hand towels and toilet rolls.
- Report faults, damage, breakages, vandalism, or any issue that may affect or impact on routine education activity.
- Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security.
- Provide a closing service for the site and ensure that all windows and doors are secured at the end of the day.
- Providing locking up duties for all the sites, this will include opening the school.

### Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

## **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

## **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

## **DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

# Wellspring Academy Trust

## Person Specification



WELLSPRING

We Make A Difference

		Essential / Desirable	How Identified
<b>Section</b>	<b>Information</b>		
<b>Education and Training</b>			
	No formal qualifications are required as training will be provided. Willingness to undertake any appropriate training relevant to the post	E	Application/Interview
<b>Experience</b>			
	Previous cleaning experience.	D	Application/Interview
<b>General and Specialist Knowledge</b>			
	Awareness of health and safety.	E	Application/Interview
<b>Skills and Abilities</b>			
	The ability to work on own initiative and as part of a team.	E	Application/Interview
	The ability to perform tasks including lifting, carrying and climbing.	E	Application/Interview
	Ability to follow instructions.	E	Application/Interview
<b>Additional Requirements</b>			
	Operate with the highest standards of personal/professional conduct and integrity	E	Application/Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	Application/Interview
	Willing to undertake training and continuous professional development in connection with the post.	E	Application/Interview
	Work in accordance with the Trust's values and behaviours.	E	Application/Interview
	Able to undertake any travel in connection with the post.	E	Application/Interview
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	Application/Interview
	Satisfactory DBS disclosure to work in an environment dealing with young people	E	Application/Interview
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	Application/Interview
	A commitment to safeguarding and promoting welfare for all.	E	Application/Interview