



CLEANER



Central MAT Office
The Diocese of Coventry Multi Academy Trust
St James' C of E Academy

Candidate Information

Together, pursuing life in all its fullness

Job Description

CLEANER

About the Role

The Trust is looking to appoint an inspirational and highly effective Cleaner who is committed to supporting Stretton CofE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £24,796 FTE
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Roberta Mainwaring, our Headteacher, directly on 024 7630 3582 for an informal discussion about the post.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

KEY PURPOSE

To clean specified areas within the school in accordance with the schools standards. Work is undertaken under the guidance of the cleaning supervisor.

ACCOUNTABILITIES

The appointee will be line managed by the Site Services Officer (SSO).

PRINCIPAL RESPONSIBILITIES

You will be expected to:

- Clean toilets, bowls, sinks and basins
- Wipe down desks and chairs
- Vacuum and tidy classrooms
- Wash worktops and tables
- Clean inside glazing
- Dust and polish
- Use a buffer
- Empty bins and dispose of rubbish
- Ensure safe and effective use and storage of equipment
- Draw attention to SSO any problems/issues which may affect the safety or security of the school or its users

MAIN ACCOUNTABILITIES

This will include to:

- Ensure the site is maintained and fit for purpose
- Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the site staff
- Check for and report damage as appropriate
- Ensure that cleaning equipment is in a safe and working condition
- Ensure blinds are closed at the end of the day/open in the mornings
- Be aware of Health and Safety at Work regulations and COSHH guidelines

DEVELOPING SELF AND WORKING WITH OTHERS

Effective relationships and communication are important in a school role and you will be expected to manage yourself and relationships well. Through performance management and effective continuing professional development practice, you will be expected to achieve high standards. You will be committed to your own continuing professional development.

This will include:

Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.

Ensuring own CPD included development in education

Develop and maintain a culture of high expectations for self

Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.

Managing own workload to allow for reflection and an appropriate work/life balance

KEY ORGANISATIONAL ACTIVITIES

The post holder will contribute to the school's objective in service delivery by:

Enactment of Health and Safety requirements and initiatives as directed.

Ensuring compliance with Data Protection legislation

At all times operating within the school's Equal Opportunities framework

Commitment and contribution to improving standards for pupils as appropriate

Contributing to the maintenance of a caring and stimulating environment for pupils.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.

- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act

2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

| | | Measured By | | | | |
|-----------------------------|--|-------------|-----------|-------------|-------------------|------------|
| | | Essential | Desirable | Application | Interview Process | References |
| Skills and Abilities | | | | | | |
| 1 | Understanding of H&SAW and COSHH guidelines | | X | X | X | |
| 2 | Literacy skills to complete forms and orders, write instructions, understand and follow H&S and COSHH instructions | X | | X | X | |
| 3 | Can exchange straight forward information with colleagues and users | X | | | X | |
| 4 | Ability to carry out procedures, routines and follow on instructions | X | | | X | |
| 5 | Ability to operate cleaning equipment and use materials | X | | X | X | |
| 6 | Understand and be familiar with the layout and organization of the school and its site. | | X | | X | |
| 7 | Can solve straight forward problems, respond to unforeseen circumstances (e.g. hazards, accidents) | X | | | X | |
| Personal Qualities | | | | | | |
| 1 | Keeping calm under pressure | X | | X | X | X |
| 2 | Previous experience of working in a school environment | | X | X | X | |
| 3 | Ability to communicate across all age groups | | X | X | X | X |