

**Part A - Grade & Structure Information**

<b>Job Family Code</b>	<b>1/2OS</b>	<b>Role Title</b>	<b>Cleaner</b>
<b>Grade</b>	<b>PS1/2</b>	<b>Reports to (role title)</b>	<b>Caretaker</b>
<b>JE Band</b>	<b>98-113</b>	<b>School</b>	<b>Esher C of E High School</b>
		<b>Date Role Profile created</b>	<b>September 2020</b>

**Part B - Job Family Description**

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>Work as part of a team to provide an excellent cleaning service to the school and in doing so help provide a positive, safe learning environment.</p> <p>Carry out a variety of regular and one-off cleaning tasks and duties as directed by their supervisor to ensure the site is kept clean and tidy, minimising risks to the health &amp; safety of those using the site.</p> <p>Refiling of hygiene consumables.</p> <p>Report cleaning supplies requirements and stock levels to their supervisor.</p>
<b>Enlighten Learning Trust Work Context and Generic Responsibilities</b>	<p>This role is based at Esher C of E High School part of Enlighten Learning Trust.</p> <p>Enlighten Learning Trust expects all its staff to:</p> <ul style="list-style-type: none"> <li>• Maintain confidentiality in and outside of the workplace</li> <li>• Be pro-active in matters relating to health and safety and report accidents as required</li> <li>• Support the aims and ethos of the Trust setting a good example in terms of dress, behaviour, punctuality and attendance</li> <li>• To carry out all such other duties as the SLT or your line manager may reasonably direct;</li> </ul>
<b>Line management responsibility if applicable</b>	N/A

<b>Budget responsibility if applicable</b>	N/A
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Service delivery</p> <ul style="list-style-type: none"> <li>• Carry out basic cleaning and cleaning tasks to leave the facility clean and tidy.</li> <li>• Carry out basic repair and/or maintenance duties as instructed.</li> <li>• Collect and use tools and equipment needed for given tasks, check they are safe and fit for use, keep in good condition and return on completion.</li> </ul> <p>Planning and Organising</p> <ul style="list-style-type: none"> <li>• Carrying out simple and repetitive tasks in accordance with defined standards and quality.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Answer simple queries politely and refer others.</li> <li>• Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy.</li> <li>• Ability to understand basic health and safety and hygiene and other relevant procedures.</li> <li>• Able to operate basic equipment.</li> <li>• Good listening skills and enthusiasm to learn.</li> <li>• Accuracy and ability to follow instructions.</li> <li>• Able to exchange basic information verbally or in writing.</li> <li>• May be required to undertake manual handling and physically demanding work.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Enlighten Learning Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
<b>Role Summary</b>	<p>Roles at this level carry out basic preparation, catering, cleaning and maintenance tasks in a defined area using basic tools and equipment in support of the provision of an operational service.</p> <p>Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.</p>