



Job Profile

Post: Cleaner

Reports to: The Site Manager

Location: Arundel Court Primary 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:

Working as part of the Cleaning and site team you will have shared responsibility for high standards of cleanliness, with designated areas of responsibility, ensuring the school areas are kept clean, hygienic and safe to support a welcoming environment for staff, pupils and school's community to enjoy.

Principal Accountabilities:

1. Carry out a complete range of cleaning tasks, including collection and disposal of waste, in accordance with the work schedule and to prescribed standards and health and safety compliance. Areas to be cleaned include toilets, classrooms, corridors, offices, library, hall and other communal areas, including communal appliances such as dishwashers and fridges.
2. Clean and remove graffiti and body fluids as required using appropriate cleaning materials and in line with school procedures and health and safety regulations such as COSHH.
3. Move classroom tables, chairs and other moveable furniture as required to enable cleaning duties to be effectively carried out.
4. Ensure all windows are closed, doors closed and 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, protective clothing and equipment for the task, ensuring all electrical equipment is used and stored in line with manufacturing instructions and in line with the schools' health and safety procedures.

7. Take responsibility to report any damaged or faulty equipment or fixtures to your line manager, Site Manager, or a member of the Senior Leadership Team, in their absence, on the same day and in line with school procedures.
8. In line with school procedures, monitor and report when cleaning supplies are low in stock and need replacement.
9. Attend on-going meetings and training within normal working pattern, on cleaning practice, Health & Safety issues and 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 including to understand and actively embrace the University's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our University. The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the University reserves the right to update your job profile to reflect changes in, or to, your post. All staff have a role in supporting the University's People Strategy 2018-2025 '*Working together - Supporting each other*'.

Inclusivity:

The University believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The University is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the University has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the University's Intranet. Any breaches may lead to termination of employment.

Health and Safety

Take responsibility for ensuring that workplace responsibilities within the University are carried out with full regard to, and in support of, the University's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

Sustainability and Environment:

The University is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The University will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the University's Environmental & Sustainable Development Strategy.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Right to Work:

The current British and European Law states that the University cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available on the HR Website for further information.

Safer Recruitment:

We are 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.

Disclosure Service Certification from the Disclosure and Barring Service:

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The University is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the University's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs or from the University's Human Resources Department.

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/or 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	Evidence
Knowledge and Qualifications			Application Interview
Good knowledge of cleaning processes for specific areas/materials	√		
Knowledge of safer handling, and slip, trip and spill hazards	√		
Relevant knowledge for the duties of the post, equivalent to National Qualification level 1		√	
GCSE Grade C or above in Mathematics and English Language, or equivalent qualification or skill level		√	
Qualified as a First Aider		√	
Knowledge of working in a primary school environment		√	
Skills			Application Interview References
Good interpersonal and communication skills that enable instructions and information to be understood and delivered effectively. With the ability to develop good working relationships for the delivery of an effective cleaning service.	√		
Self-motivated and able to work with minimum supervision, whilst having the skills to work effectively as part of a team	√		
Time management skills to enable duties to be completed to specified standards and to high level	√		
Ability to follow pre-determined cleaning routines and standards	√		
Skills to enable reporting of hazards or problems in the work environment, liaising with senior staff where necessary		√	
Safer handling training		√	
Experience			Application Interview References
Previous current relevant experience of cleaning and duties required to ensure practice meets health and safety standards	√		
Previous experience of cleaning within a school environment		√	
Personal Attributes			Interview References
A commitment to high standards of customer service, with a positive approach, demonstrating empathy to the needs of pupils and staff	√		
Flexible, conscientious and reliable approach to work, with a receptive attitude towards ongoing training and the changing needs of the school	√		
A pride and understanding of the importance of the role to the environment in which the staff and pupils work	√		