

JOB DESCRIPTION

Job Title:

Cleaner

Location:

CHARNWOOD COLLEGE

Job Purpose:	To carry out cleaning and associated duties to ensure that the Academy is cleaned to the required standards.
Background:	<p>The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.</p> <p>Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.</p>
Reporting To:	Site Manager
Grade:	NJC 02

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

DAILY

- ★ Empty waste bins and damp wipe spillage from bins.
- ★ Damp wipe furniture.
- ★ Wipe/dust computers.
- ★ Remove finger marks from mirrors and glass door panels.
- ★ Fully clean sanitary fittings (sinks, showers, toilets)
- ★ Hoover entrance mats, rugs and carpets.
- ★ Sweep and mop hard floors.
- ★ Make sure area is secure (shut windows that you can reach)

WEEKLY

- ★ Polish furniture and stainless-steel fittings (i.e. pictures)
- ★ Perimeter dust (windowsills, pipe work, ledges)
- ★ Window ledges on stairs use mop to wipe over.
- ★ Clean all equipment (Hoovers, polishers)
- ★ Polish banisters.

MONTHLY

- ★ High dust.
- ★ De-scale sanitary fixture and fittings.
- ★ Wash down tiles, walls and splash backs.

TERMLY

- ★ Scrub all floors.
- ★ Polish stairs.

AS REQUIRED

- ★ Remove chewing gum and graffiti.
- ★ Remove marks on walls.
- ★ Clean venetian blinds.
- ★ Clean skirting boards.
- ★ Empty re-cycling bins.

PLEASE ENSURE THAT AT THE END OF EACH SHIFT THE FOLLOWING TASKS ARE COMPLETED:

- ★ All buckets emptied and rinsed out.
- ★ Cloths and dusters washed out.
- ★ Mop heads washed thoroughly, wrung out and stored where mop head can dry (i.e. not in buckets)
- ★ Vacuums and buffers wiped down, cleaned every Friday.
- ★ Rubbish removed to appropriate disposal area.
- ★ Floor pads washed out.
- ★ Dry mops vacuumed.
- ★ Cleaning cupboard left clean and tidy.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Committed to own professional development and that of others	✓		
Experience			
★ Proactive.	✓		
★ Flexible.	✓		
★ Can do attitude.	✓		
★ Resilient.	✓		
★ Ability to take part in change which has a positive impact on students.	✓		
Skills and Knowledge			
★ Ability to accept delegated responsibilities.	✓		
★ A very good communicator.	✓		
★ Ability to manage differing priorities.	✓		
★ Ability to organise own work and be self-motivated.	✓		
Personal Qualities and Ethos			
★ Able to work in a team, accept delegated responsibility.	✓		
★ Able to form good working relationships with colleagues.	✓		
★ Highly motivated and hard working.	✓		

★ Excellent organisation, prioritisation and time management skills.	✓		
★ Able to demonstrate a sympathetic attitude when required.	✓		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.