

JOB DESCRIPTION

Chingford Academies Trust

Title of Post:	Cleaner
Grade/Pay Range:	Scale 2 (point 03-04) - £28,617-£29,025 (FTE), £20,856-£21,153 (actual salary)
Hours:	36 hours p/w To work shift patterns between the hours of 06.00-22.00, weekdays (including 45 minute unpaid break)
Weeks per year:	38 weeks per annum
Contract type:	Permanent
Responsible to:	Facilities Manager
Responsible for:	None
Key Contacts:	Internal: All staff and students within the school and across the Trust

The Facilities Team includes Cleaners, Trust Head of Facilities, Facilities Managers, Facilities Officers, Facilities Assistant and a General Assistant. This team works collaboratively across the Trust schools and closely with other key personnel including the Chief Finance and Operations Officer, Business Manager and Heads of School.

JOB PURPOSE

- To clean the interior of designated buildings within the Trust to the required standards.

MAIN RESPONSIBILITIES AND DUTIES

- To sweep/dust/ mop all hard floor surfaces as directed
- To vacuum carpeted floors, upholstered furniture and other areas as designated
- To dust/wash all furniture, fixtures, fittings, surfaces pipes and skirting boards as directed
- To polish furniture as required
- To clean telephones, including the mouthpiece as directed
- To empty, replace and clean wastepaper bins as required
- To remove rubbish and recycling to designated collection points, to include all paper, cardboard, plastic, metal and craft waste to be collected in receptacles provided
- To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths and associated fixtures and fittings
- To replace hand towels, toilet rolls and hand soap as required

- To carry out all floor maintenance duties as directed in line with trust policies and procedures
- To regularly remove all finger and scuff marks, splashes etc, from internal glass doors, kickplates, walls and paintwork, and to thoroughly clean these items as required
- To wash walls, tiles and ceilings as required using equipment supplied
- To remove graffiti, chewing gum etc
- To clean cookers/hobs and defrost and clean fridges/freezers when required
- To thoroughly clean venetian blinds and vertical blinds as required using methods and equipment as directed
- To understand and comply with trust policies and procedures including risk assessments
- To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the Facilities Manager
- To be aware of fire prevention and drill procedures
- To lock doors and return keys to designated place as required
- To maintain client confidentiality and security of buildings, closing and locking windows as required
- To be responsible for general cleaning of the staffroom and communal areas out of term time (outside of the normal contractual cleaning arrangements).

SUPPORT FOR FACILITIES MANAGEMENT

- To work with the Facilities Manager in implementing a system to ensure that the cleaning of internal areas of the school is maintained to a high standard, through regular inspection
- To liaise with the Facilities Manager in the monitoring and stocking of cleaning materials
- To ensure facilities are cleaned to a high standard in preparation for school events
- To ensure that issues concerning fire safety are reported to the Facilities Manager.

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School/Trust
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies.
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in appraisals annually in line with school policy
- To participate in continuing professional development opportunities as directed or identified, ensuring ability to fulfil role effectively

- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school.

OTHER REQUIREMENTS

- To have an up-to date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder.....

Signature.....

Date.....

PERSON SPECIFICATION & ASSESSMENT

CLEANER

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
GCSE or equivalent in English and Maths as Grade C or above		X
Recent and relevant professional development		X
Working at height training		X
EXPERIENCE		
Cleaning experience	X	
Experience of working within a team		X
Experience of working in education settings		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Strong interpersonal and communication skills		X
Physical skills – manual dexterity in operating equipment; periods of physical effort such as bending and stretching and using equipment	X	
Good personal organisation and time management	X	
Ability to travel in a cost and time effective manner to the trust sites as required	X	
PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team	X	
High standard of punctuality and reliability	X	
Self-motivated	X	
Calm and organised approach to work	X	
Willingness to undertake appropriate training	X	
Responds to change positively	X	
Understand the importance of professionalism and confidentiality	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	

Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedure	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.