

Reach South Academy Trust - Job Profile & Person Specification

Position	Cleaner
Location	Millbay Academy, Plymouth
Grade	Grade A
Accountable to	Headteacher
Reporting to	Cleaner Supervisor/Site Assistant

Job Purpose

- To undertake general duties necessary to provide a clean, hygienic and safe environment for teaching and other school activities.

Key Responsibilities

- To carry out cleaning tasks set out in the school's cleaning schedule.
- To use all cleaning materials and equipment in a safe and proper manner in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Site Assistant (or other nominated supervisor)
- To observe health and safety and security requirements.
- To complete any appropriate records or documentation required by the Head Teacher.
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school
- To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.
- The job involves working within recognised procedures. The post holder will have access to a supervisor or manager for advice and guidance
- Undertake other duties as directed and commensurate with the grading of the role.

Additional Duties

- The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits.

Staff Development

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

To engage actively in the Performance Management Review process.

To work as a member of a designated team and contribute positively to effective working relations within the school.

Communications

Regular contact with the Cleaner Supervisor, Site Manager and Operations Manager and other cleaning staff regarding cleaning duties. There will also be general contact with other school staff.

To follow agreed policies for communications in the school.

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Corporate Accountabilities
Sharing the school's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.
Performing your role, as part of a highly committed team and delivering your service in a way that helps the school achieve its strategic objectives and annual development and improvement plans - taking account of available resources.
Contribute to the evaluation and development of services across the school as part of the school's ongoing self-assessment cycle.
Professional
Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up-to-date on new recommendations/guidelines set by the relevant departments.
Ensure that confidentiality is protected at all times.
Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
Participate in individual performance review and respond to agreed objectives.
Attend relevant conferences/workshops in line with identified professional objectives.
Support and encourage harmonious internal and external working relationships.
Raise the profile of the Academy by making positive contributions.
General
Contribute to the development of best practice within the service.
Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.
All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies.
It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
This Job Profile does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.
Values, Behaviours, Curriculum Principles
Performing your role in alignment with the Trust's values, behaviours and curriculum principles:
Values
<ul style="list-style-type: none"> • Inclusivity • Promoting social mobility • Serving local communities • Believing in the potential of our young people • Preparing tomorrow's adults to contribute to social, economic, environmental and cultural sustainable development
Behaviours
<ul style="list-style-type: none"> • Encouraging professional freedoms within consistent boundaries • Championing young people rather than institutions • Collaborating rather than competing where it delivers positive impacts on learning • Acting with the highest levels of integrity and engendering trust • Continually developing the skills and capacities of our people and our organisation
Curriculum Principles
<ul style="list-style-type: none"> • Delivering high standards of education for all pupils • Providing a broad, rich and experiential curriculum to develop rounded young people • Providing pathways that are relevant to the needs of our young people and the wider community • Basing our approach on verifiable research evidence where it exists • Teaching young people how to be effective learners

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Person Specification

The person specification allows an understanding of who we are looking for within this role and the skills knowledge or experience that we would expect.

	Essential	Desirable
Qualifications & Training		
Good basic literacy and numeracy skills	X	
Evidence of recent relevant training and/or qualifications		X
Knowledge		
Good knowledge of the duties of a cleaner for large premises		X
Knowledge of health and safety considerations relating to cleaning	X	
Full understanding of the safeguarding requirements and to promote welfare of children	X	
Experience		
Experience of cleaning work	X	
Skills		
Ability to demonstrate, understand and apply the Trust's values, behaviours and curriculum principles.	X	
Good inter-personal and communication skills	X	
Ability to use own initiative to identify and prioritise tasks	X	
Ability to work alone and as part of a team	X	
Approachable and courteous manner	X	
Personal Qualities / Attributes		
Regard for others and respect for individual rights of autonomy and confidentiality	X	
Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.	X	
Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.	X	
Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.	X	