



## JOB DESCRIPTION

Job Title: **Cleaner**

Location:

**Hogsthorpe Primary Academy**

**Job Purpose:** General cleaning of Academy premises

**Background:** The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

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.

**Reporting To:** Principal/Site Supervisor

**Grade:** NJC 3

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

Undertake a full range of cleaning duties, using domestic and industrial cleaning equipment to ensure all areas of the academy are maintained to a good standard

Clean floor space in teaching, communal and office areas, using appropriate techniques and equipment

Clean all internal surface areas, including walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials

Empty bins and remove waste to designated areas, ensuring that recyclable materials are placed in the appropriate bins

Replenish sanitary and hygiene supplies e.g. soap and toilet rolls

Report faults, damage, breakages, or vandalism to your line manager

Maintain appropriate levels of security

Monitor students' general conduct and report to appropriate person where their general conduct falls below the level of what is expected in the academy

## KNOWLEDGE/SKILLS/EXPERTISE

- ★ Ability to carry out general cleaning duties as detailed in the Job Description.
- ★ Is punctual and reliable.
- ★ Ability to manage time effectively to complete tasks to a high level.
- ★ Ability to prioritise work.
- ★ Able to work with minimum supervision or as part of a team.
- ★ Ability to work both alone and within a team to achieve specified standards.
- ★ Be flexible to changing demands of the post.
- ★ Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- ★ Trustworthy, always maintaining confidentiality in respect of school related matters and to prevent disclosure of confidential and sensitive information
- ★ Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene.

# 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
<b>Qualifications and Professional Development</b>			
★ able to communicate clearly, understand and follow instructions.			
★ experience of undertaking general cleaning duties			
★ ability to communicate with a wide range of people			
★ previous experience of a commercial or academic setting			
★ knowledge surrounding the safe storage and use of cleaning materials			
<b>Equal Opportunities</b>			
★ 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.	✓		
<b>Safeguarding</b>			
★ 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.**