Cleaner

JOB DESCRIPTION AND PERSON SPECIFICATION



### JOB DESCRIPTION

**JOB TITLE: Cleaner -** Premises – Level 1

**SALARY: OAT** Grade 1 points 1-2 (£17,364 - £17,771) FTE

**HOURS OF WORK:** 25 hours per week, 41 Weeks per year

**Disclosure level:** Enhanced Disclosure and Barring Services Check (DBS)

**RESPONSIBLE TO:** Site Manager

**VISION AND PURPOSE:**

The purpose of this role is to provide effective support to the Site Manager ensuring that the academy building is cleaned to a high standard at all times.

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|  | **Level 1** |
| **Cleaning ans preparation** | Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, and vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment. May undertake specialised cleaning programmes during the school closures or other designated periods.Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.May be required to undertake first aid duties. |
| **Resources** | Restocking facilities e.g. soap, paper towelsReport when stocks are lowStore all equipment and chemicals used in the appropriate manner |
| **Maintenance** | Work to ensure and maintain safety and security of the building and those within it |
| **Systems, policies and procedures** | Escalate any safety issues to the line managerWork to expected standards and complete work within required timescalesReport any faults with materials and/or equipment as necessary |
| **Team involvement** | May demonstrate own duties to new or less experienced staff |
| **Building professional relationships** | Exchanges information with their supervisor, head teacher and possibly other staff |
| **Record keeping and information management** | May complete checklists to say work has been completed |
| **Problem solving and decision making** | Identify straight forward solutions to simple problems and minimal personal initiative required |
| **Knowledge, skills and experience** | Understanding of health and safety issues and willingness to undertake trainingKnowledge of chemicals and proper use of cleaning equipmentAwareness of COSHHNo previous experience requiredFirst aid at work may be a requirement or paediatric first aid |
| **Physical demands and working conditions** | Required to work in conditions that are generally unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture |
| **General** | To contribute to the overall ethos, work and aims of the academyActively participate in performance managementIdentify personal training needs and other learning activities as required.Develop an understanding of policies and procedures, complying with their contents and raising concerns in a timely mannerTo recognise own strengths, areas of expertise and use these to advise and support othersThe post holder may be required to undertake other duties that are commensurate to the post holder’s abilities, position and gradeThe duties listed above are examples of duties at this level, and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised |

**GENERAL RESPONSIBILITIES**

* To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.
* The post holder must at all times carry out his/her responsibilities with due regard to the academy's policy, organisation and arrangements for health and safety at work.
* To ensure that the federation of Ormiston Academies is always presented positively within and beyond the academy.

**CONTEXT**

* All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.**

***The applicant will be required to safeguard and promote***

***the welfare of children and young people.***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.*

**PERSON SPECIFICATION**

**Cleaner**

***Note:*** *Candidates failing to meet any of the essential criteria will automatically be excluded*

**Qualifications, Experience and Professional Development**

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|  | **Essential (E)****Desirable (D)** |
| **Experience in an 11-18 or 11-16 Academy/School** * Experience of working with children or Students aged 11 – 16yrs.
* Experience of working with staff at all levels.
 | **D****D** |
| **Qualifications** * Knowledge of health and safety, manual handling and COSHH
 | **D** |
| **Knowledge and Skills** * Reliability
* Personal cleanliness
* Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines.
* Awareness and acceptance of the academy safeguarding and equal opportunities policies.
* Communicate effectively with staff and students at all times.
* Ability to orgainse and maintain stock control
* Work flexibly and share workloads, particularly during busy periods.
* Accept the need for continuing professional development.
* Be able to carry out all duties to a high standard
 | **E****E****E****D****E****D****E** |