



JOB SPECIFICATION **Cleaner**

Reports To: Premises Office

Job Summary To maintain all areas in a clean, safe and sanitary condition, whilst working to the highest of standards.

Main Responsibilities

- Undertake the cleaning of the academy buildings and equipment using necessary chemicals and equipment.
- Comply with existing statutory legislation and safer working practices at all times.
- Report faults, risks or dangers to the premises staff as soon as possible.
- Keep cleaning equipment in good working order.
- Maintain a clean storage area for equipment and supplies.
- Carry out duties such as:
 - sweeping
 - vacuuming
 - polishing and dusting of furniture
 - sanitary wares
 - mopping
 - washing
 - Rubbish and Recycling disposal
- Present a positive approach to customer needs at all times.
- Undertake training, where required, to perform to the required standards of the job.
- Any other duties deemed to be appropriate.

Competencies

Personal Attributes

(level expected when job is conducted to the required standard)

Framework

Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.

Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust

Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive

Know the local arrangements concerning the safeguarding of children and young people and how to use them

Takes responsibility for own Health & Safety, ensuring immediate work environment is safe

Act to promote pupils safety and well-being - establish a safe and stimulating learning environment for all rooted in mutual respect

Develop effective professional relationships with colleagues knowing how & when to draw on advice and specialist support

Demonstrate consistently the ethos and behaviour which are expected of all

Understands why it is important to follow policies and procedures and knows where to find them

Development

Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.

Participate in whole academy training/induction events

Create a 'can-do' culture to raise aspiration for all

Takes responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues

Leading

Providing direction to ensure that the resources are available to achieve results in the most effective way.

Responsive to leadership and direction

Acts a role model, upholding professional and courteous manner at all times, including non-promotion of party/political views to the student body

Receives direction and is able to follow instructions

Completes the tasks assigned which contribute to the delivery of specific results

Task Management

Establishing appropriate courses

Receives tasks and knows who they are accountable to in their work

Is supported in planning daily workload

	<i>of action for oneself and others to accomplish.</i>	Prioritises within daily tasks	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Communicates effectively with children and colleagues. An active listener	
		Able to read, write and understand English	
		Is numerate	
	Problem Solving/Decision	Identifies problems and looks for support	
	Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Participates in team-based decisions	
		Knows, understands and complies with procedures relating to information and confidentiality	
		Solves problems within own remit which does not affect others	
		Seeks support when immediate decisions are required	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Education, Qualifications and Experience (EQE)	Essential: Experience of undertaking a range of cleaning duties. Desirable: Some experience of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.	

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.