

Reports To: Site Manager

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| Why | Job Summary To maintain all areas in a clean, safe and sanitary condition, whilst working to the highest of standards. | |
| What | Main Responsibilities <ul style="list-style-type: none"> • 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 site manager 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: <ul style="list-style-type: none"> - sweeping - vacuuming - polishing and dusting of furniture - sanitary wares - mopping - washing • 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. | |
| How | <u>Competencies</u> | <u>Personal Attributes</u> (level expected when job is conducted to the required standard) |
| | Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i> | 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 <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i> | 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 <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i> | 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 <i>Establishing appropriate courses of action for oneself and others to accomplish.</i> | Receives tasks and knows who they are accountable to in their work Is supported in planning daily workload 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 |

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| | 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 | |
| Context | 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 endeavor 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.