

Job Title:	Cleaner
Reports to:	Cleaning Supervisor
Line Management of:	None
Salary Grade:	LW17
Hours:	15 Hours per week, 5pm – 8pm Monday to Friday 44 weeks per annum (term time only)

Core Purpose

To be part of the cleaning team and clean all designated cleaning areas to ensure the Academy is kept to a high standard.

Key Responsibilities

- Maintain all floor surfaces to a high standard.
- Hoover all carpeted areas, including door mats.
- Use of other powered equipment as required (scrubbing machines, polishing machines, hoovers)
- Damp mop all non-carpeted floor areas as required, including toilets.
- Dust and polish all non-floor surfaces, to include desks, chairs, computer bases, sills, shelves and any other surface within reaching height to the required standard.
- Empty all waste bins and take any waste materials of a non-dangerous nature to designated collection point.
- Empty all recycling bins and take to designated collection area.
- Polish all door glass and surface glass.
- Clean and remove all stains from toilet pans and urinals and sinks.
- Undertake emergency cleaning requests that occur from time to time
- Close all windows, extinguish all lights, and lock all doors when leaving a cleaned area.
- Report anyone or anything suspicious or any item you consider dangerous or toxic, to either your supervisor or a senior member of school staff.
- To operate at all times in line with the Academy's values and behaviours
- Undertake any other reasonable cleaning requests or other duties consistent with the key responsibilities and/or duties of the post.

General Responsibilities:

- Take on any additional responsibilities which might from time to time be reasonably determined.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board.
- Engage with appropriate training opportunities to promote professional effectiveness in this role.
- Promote a flexible approach to meet the changing needs of the Academy.
- Ensure that teaching and other staff receive adequate support to meet educational and operational objectives.

Academy Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Providing a courteous and efficient service to students at all times.
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy.
- Working to maintain the Academy at the forefront of educational practice.
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation.
- Promote the safeguarding of all students.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Person Specification
Cleaner



ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Experience	<ul style="list-style-type: none"> • Experience of undertaking general cleaning activities. • Experience of working effectively in a team. 	<ul style="list-style-type: none"> • Experience of working in a school or similar provision.
Knowledge and Understanding	<ul style="list-style-type: none"> • A basic knowledge of Health & Safety and COSHH regulations. • Understanding of good customer care practices and how they relate to working with students, staff, parents, visitors and other contacts internal and external to the Academy. 	<ul style="list-style-type: none"> • Knowledge of basic first aid.
Qualifications		<ul style="list-style-type: none"> • Basic first aid qualification.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to undertake a range of manual cleaning activities. • Ability to follow instructions. • Ability to maintain high standards of cleanliness in accordance with specified rotas. • Ability to manage time and prioritise work appropriately, adapting to changing priorities, as directed. • Ability to use own initiative to solve problems, but ability to identify when to refer to senior staff. • Ability to use professional communication skills appropriate to a working environment. • Ability to work effectively with colleagues as part of a team. • Ability to adhere to all school policies e.g. Health & Safety, Equality. 	

Personal Commitment	Commitment to: <ul style="list-style-type: none">• Safeguarding and promoting the welfare and rights of young people.• Acceptance of the principles underlying equal opportunities and diversity.• Maintaining confidentiality on all school matters.• own performance management and to continued, relevant professional development.	
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