

SEAX Multi-Academy Trust

**Employee’s Name ………………………………………………………………….......................**

**Employee’s Signature ………………………………….… Date ………………………….....**

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**Cleaner**



**Job Description & Person Specification**

| **Job Title:** | **Cleaner** |
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| **Grade:** | **Scale 1, Point 2 - fixed** |
| **Based at:** | **Thriftwood School** |
| **Reports to:** | **Site Manager, Headteacher** |
| **Responsible for:** | **n/a** |
| **Liaison with:** | **Site Manager, school staff**  |
| **Job Purpose:** | Under the direction of the Site Manager:* + - * To undertake cleaning within the school according to procedural codes, using a variety of methods, including machinery, and adhering to safety regulations
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| **Principal Accountabilities:** | * To undertake general cleaning duties, as required, ensuring prioritisation of key tasks
* To assist the Site Manager in providing a professional, efficient and effective cleaning support service to the school
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**Job Description: Cleaner**

**Duties:**

* Carry out cleaning in all and any areas of the school, as directed
* The frequency of cleaning to be undertaken as directed by procedural codes
* Assist with the locking and unlocking of school buildings and rooms
* Carry out, as necessary, the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners
* Assist, as necessary, with the cleaning up after break-in or vandalism at the school
* In emergency situations, to assist with the clearing of snow and ice from paths and entries
* Undertake training in the correct use of cleaning equipment, such as floor machines, ‘Vacs’, ‘wets pick-ups’, health and safety and the use of cleaning chemicals
* Notify the Site Manager or other Senior member of staff of any damage to buildings and equipment, or of anything you see that may be dangerous to pupils and/or staff
* All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others
* Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Site Manager and Headteacher

**General Duties**

* Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
* Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
* Respect **confidentiality** and maintain **professionalism** at all times
* Actively engage in relevant training opportunities, taking responsibility for own **professional development**
* Participate in the **performance and development review** **process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* Contribute to the overall **ethos, work and aims** of the school and Trust
* Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder’s professional responsibilities and duties.*

**Person Specification: Cleaner**

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| **Qualifications & Experience** |
| **Detail**  | **Example** | **Desirable** |
| Specific qualifications & experience | No specific experience required |  |  |
| Knowledge of relevant Procedures | Basic knowledge of First Aid |  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |
| Literacy  | Basic reading skills | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Numeracy | Ability to count | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Technology | Ability to use general cleaning products | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| **Communication** |
| Written | Ability to complete basic forms | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Verbal | Ability to exchange routine verbal information clearly  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Languages | Seek support to overcome communication barriers with children and adults | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Negotiating | Ability to follow instructions | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| **Working with Children & Others** |
| SEND | Understand and support the differences in children and adults and respond appropriately in relation to the role  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Child Development | Basic understanding of the general aspects of child development | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Health & Wellbeing | Understand and support the importance of physical and emotional wellbeing  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Curriculum  | Basic understanding of the learning experience provided by the school in relation to the role | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Behaviour Management | Understanding of the school’s behaviour management policy  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Relationships | Ability to establish rapport and respectful and trusting relationships with others | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Team work | Ability to work effectively with a range of other adultsAbility to prioritise workload and work on own initiative | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Working with partners | Understand the role of others working in and with the school | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Information | Know when, how and with whom to share information Understanding and implementation of confidentiality | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| **Responsibilities** |
| Organisational skills | Good organisational skillsAbility to remain calm under pressure | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Line Management | n/a |  |  |
| Time Management | Ability to manage own time effectivelyDemonstrate a flexible approach | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Creativity | Ability to follow instructions | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| **General** |
| Equalities | Awareness of and commitment to equality | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Health & Safety | Basic understanding of Health & Safety | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Child Protection & Safeguarding  | Understand and implement child protection and safeguarding procedures | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentialityUnderstanding and implementation of the Trust’s Data Protection Policies | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| CPD | Be prepared to develop and learn in the role | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |