

# Job Description

Job title	<b>Cleaner</b>	Contract	<b>Permanent</b>
Department	<b>Central Services</b>	Reports to	<b>Senior Site Keeper</b>

## Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

## Your role

The Cleaner is responsible for the day-to-day delivery of first-class site cleaning and will also support specialised cleaning programmes organised during school closure; ensuring a safe and pleasant environment for pupils, staff and visitors.

## Person specification

Previous cleaning experience in a school or similar environment	Essential
Reliable and a good time keeper	Essential
Ability to take direction and proactive in approach to tasks and own workload; prioritising tasks to meet deadlines	Essential
Flexible and respond effectively to the results of emergencies and accidents – for example, flooding	Essential
Ability to work independently and be a proactive team player	Essential
Effective communication/interaction with adults and students	Essential
Can contribute to the high standards set out by the Head of Estates and Academy Leads in relation to cleaning services and refurbishment projects.	Essential
Has exemplary customer service skills	Essential
Awareness of Health and Safety priorities and ability to implement as necessary	Essential
Awareness of sensitive information and the need for confidentiality	Essential
An understanding of specific technical health, safety and security issues in schools	Essential
An awareness of CLEAPSS and/or COSHH regulation	Desirable

## Accountabilities

Strategy	<ul style="list-style-type: none"> <li>• Support ELAT vision, mission and values.</li> <li>• Contribute to the Trust's mission of continuous improvement</li> <li>• Will make a positive contribution to the health and safety of the school community</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• Assist across the Trust Estate when required</li> <li>• To follow instruction and take direction to ensure a safe and secure environment</li> </ul>
Delivery	<ul style="list-style-type: none"> <li>• Comply with all H&amp;S regulations within the school</li> <li>• Communicate effectively, verbally and in writing within the team and other staff around the school</li> <li>• Ensure the site is clear of any litter and graffiti</li> <li>• Act as an ambassador for the school, maintaining a high level of customer service</li> <li>• Maintain cleanliness and general tidiness of all external and internal areas; adhering to specification and requirements</li> <li>• Remove loose dust and debris from floors, surfaces, plant and equipment by hand and/or using machine provided.</li> <li>• To clean floors by hand and/or machine; using a variety of cleaning products and chemicals.</li> <li>• To clean furniture, fixtures and equipment</li> <li>• To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas</li> <li>• To clean and remove bodily fluids using safe handling procedures.</li> <li>• To refill and replace relevant consumables, for example, toilet tissue, hand towels etc</li> <li>• To clean all vertical surfaces, including walls, doors, and partitions, which will include cleaning glass</li> <li>• Remove rubbish and waste. To include: <ul style="list-style-type: none"> <li>– Waste separation to comply with re-use and re-cycling processes</li> <li>– Removing waste classified as unsanitary, hazardous and/or dangerous</li> </ul> </li> <li>• To use the relevant systems to record work carried out</li> <li>• To note breakages, repairs, or maintenance required and inform the relevant supervisor</li> <li>• To operate a variety of machines used for cleaning, reporting faults to supervisors where relevant</li> <li>• To be responsible for safety, security and appropriate energy conservation within the areas of the school designated for cleaning (in accordance with the procedures of the school).</li> <li>• To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment, reporting concerns to the supervisor where necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>To work, support and cooperate with others to ensure responsibilities of the post are carried out</li> </ul>
People Management / Organisational Development	<ul style="list-style-type: none"> <li>To fully take part in the Trust's performance management system</li> <li>To complete school based induction and any subsequent training required to improve performance</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>Support the maintenance of health and safety records within the school</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> <li>Safe use of cleaning products, chemicals and materials that require safe handling procedures</li> <li>Respond to the results of emergencies and accidents – for example, flooding</li> <li>Lift, carry and move school furniture and equipment in line with manual handling</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.</li> </ul>

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness