

## **JOB DESCRIPTION**

**Job Title:** Cleaner

**Grade:** 1

**Salary:** SCP 6 – SCP 7

**Conditions of Service:** Support Staff Contract of Employment

**Responsible to:** Headteacher

### **Statement of Purpose**

To work under the direction and instruction of senior staff to undertake individually, or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition.

### **Key Responsibilities**

Carry out cleaning tasks as directed by the appropriate supervisor to include:

- Mop sweeping.
- Single solution mopping.
- Buffing.
- Spray cleaning.
- Suction cleaning.
- Damp wiping.
- Waste disposal.
- Stripping and resealing of hard floors
- Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness.
- Cleaning of fixtures and fittings as necessary.
- Use appropriate cleaning equipment and machinery.
- Ensuring the safe use of chemicals, machinery and equipment when carrying out the cleaning.
- Function in line with current legislation, standards and Trust policies and procedures for Health and Safety and in accordance with training provided.

### **Professional Accountabilities**

- The post holder is required to be aware of and comply with Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

## **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

## **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

## **Climate Change**

- Delivering energy conservation practices in line with the trust's corporate climate change strategy.

## **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

## **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

## **Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising and prioritising skills.</li> <li>• Ability to communicate effectively using various methods.</li> <li>• Able to demonstrate a commitment to team work.</li> <li>• Able to work flexibly to suit client needs</li> </ul>	APP/I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• NVQ 1 or BICSs in Cleaning or similar.</li> <li>• Good standard in literacy and numeracy</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Knowledge of health and safety procedures and precautions.</li> <li>• Awareness of COSHH regulations.</li> <li>• Awareness of health and hygiene procedures.</li> <li>• Demonstrate and assist in the safe and effective use of materials and equipment.</li> </ul>	APP/I
	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• Enhanced DBS and Children's Barred List clearance.</li> <li>• Motivation to work in an environment with children and young people &amp; vulnerable adults.</li> <li>• Ability to form personal boundaries in an environment with young people and vulnerable adults.</li> </ul>	
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge,</li> </ul>	APP / I

	encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
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**MEASURED BY KEY:**

APP = Application form      ASS = Assessment activities      I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**HH 28/09/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.