

Grove Park Academies

Aspire School

JOB DESCRIPTION

**Title of Post** Cleaner

**Accountable to** Caretaker and Premises Manager

**Salary** KR3

**Hours of work** 12.5 hours per week plus 5 weeks holiday cleaning

**Job purpose:**

Clean and maintain all areas of the school, under the direction of the premises manager to ensure they are kept clean and tidy using your own initiative as necessary.

**Specific Duties:**

* Undertake cleaning of allocated areas in line with specified standards and as directed;
* Use domestic and industrial cleaning equipment and materials, following appropriate training;
* To be a designated key holder and to be responsible for the safe and secure opening and closing of the premises and site on a daily basis.
* Store allocated equipment and materials safely and securely;
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
* Collect and dispose of waste, refill and replace soap, towels and other materials
* Report any defects to the Caretaker or Premises Manger to ensure health and safety procedures are followed and to enable repairs to be carried out.
* Undertake a complete deep clean of all allocated areas during holiday periods;
* Liaise effectively with other members of the premises team;
* To be available to do overtime and cover work of other team members in their absence;
* Take responsibility for personal and team Health and Safety ensuring that all incidents are reported.

**General duties and responsibilities:**

* To help promote positive behaviour, ethos and values;
* To be committed to the safeguarding and welfare of all children;
* To show commitment to Equal Opportunities to all children and adults at Aspire;
* To work with colleagues in ensuring efficient and responsible use of resources and equipment;
* To accept joint responsibility with others, who work at Aspire, for the general appearances of the building’s interior appearance, including general tidiness and displays;
* To understand and follow all policies;
* To work together collaboratively and professionally, being diplomatic and tactful;
* To be a good role model in speaking and listening, using correct grammar;
* To report any concerns directly to the line manager or other members of the Senior Leadership Team.

**Grove Park Academies** are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

This job description may be amended at any time, with your agreement, to reflect or anticipate changes in the job. This job description will be reviewed annually or when necessary.

You may be asked to work between Aspire and Grove Park Primary School’s sites.

**Declaration**

As an employee of Grove Park Academies, I will be committed to the rights of pupils and promote their wellbeing and safeguarding at all times; making this my priority. It will be my duty to adhere to all safeguarding policies and share relevant information.

As part of the risk by association legislation I will inform my line manager immediately if anyone in my household has been cautioned or convicted of a sexual assault or violent offence; my own children are subjected to a court order; or if I have been disqualified from private fostering.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_