**JOB SPECIFICATION**

**Job Title:** Cleaner

**Job Purpose:** To undertake cleaning duties and maintain a high standard of cleanliness within the school, as directed.

**Responsible to:** Cleaning Supervisor

**Salary:** KR3 £18,425 FTE / £6,754 pro rata

**Hours/Days of Work:** Part-Time Evening shift available – 4.00 – 7.00 p.m. Mon – Fri 15 hpw

**Working in the Simon Langton Schools and contributing to the Langton Ethos**

Whatever your role in the schools, as amember of the Langton staff you play a part in supporting the teaching and learning aims of the school and in encouraging the personal development of all students.

For all members of Langton staff our fulfilment is gained through participating in the life of the schools and observing the impact we have on our students. We are working to help all our students to develop a sense of identity which will help them to become independent and autonomous adults with the personal resilience and intellectual courage to lead successful and meaningful adult lives.

**Our contribution to Langton students**

The Langton Ethos is a guideline which describes the attitudes of fulfilment, belonging and, above all, the sense of wonder we hope to develop in our students. These attitudes can be described simply:

**Fulfilment** Fulfilment involves achievement but this is not simply achievement in examinations and tests. It may refer to the sense of fulfilment gained through participation in any one of the huge range of opportunities made available to our students.

**Belonging** Meaningful achievement in school helps a student to develop a sense of identity, both as an individual and within the context of the Langton Ethos and, in turn, this sense of belonging gives rise to greater levels of commitment, achievement and success.

**Sense of** We encourage our students to ask big questions that address the complexities of the

**Wonder** universe, the world and the human condition. Our vision is for students to be struck

by sensations of humility, awe and wonder at the scale of the universe, the

complexity of life and the significance of human thought, encouraging in them

reflection and profound contemplation that they may consider and appreciate the

value of life and how it can be meaningfully lived.

**Specific Accountabilities:**

* Provide a comprehensive cleaning service, to include dusting, sweeping, vacuuming, washing floors, emptying bins and cleaning toilets, to ensure high standards of cleanliness and hygiene at all times.
* Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
* Work independently as well as part of a team.
* Store allocated equipment and materials safely and securely.
* Report any defects to the Cleaning Supervisor to ensure health and safety procedures are followed and to enable repairs to be carried out.
* Undertake specialised cleaning programmes during school closures or other designated periods, as agreed with the Cleaning Supervisor.
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
* Ensure that no damage is caused to spoil fabric, furniture, fittings or the building in the course of cleaning.
* Ensure safe working practices are adopted and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students.
* Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.

**CLEANER - PERSON SPECIFICATION**

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* No formal qualifications are required.
* Excellent communication skills. Able to understand and follow instructions but also use own initiative when required.
* Experience of undertaking general cleaning duties desirable.
* Good organisational skills; ability to prioritise.
* Ability to work alone and as part of a team.
* Ability to complete tasks with minimum supervision and to work under pressure when required.
* Punctual and reliable.
* Flexible.
* Honest and demonstrates integrity.
* Ability to handle heavy equipment and machinery used in cleaning.
* Knowledge of cleaning chemicals, proper storage and disposal methods desirable.
* Take pride in a job well done and pay attention to detail.
* Positive attitude towards working in a large community and support of the school ethos.
* Punctuality and a sound work ethic.
* Respect and value the opinions and backgrounds of others.
* To undertake any training relevant to the role.
* Must be in good health.
* Ability to relate to students and adults.
* Understand the principles regarding the safeguarding of children and adhere to school policy.

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.