



Hartsdown  
Academy

## **Cleaning Operative Job Description and Person Specification**

**As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.**

### **All staff will:**

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher.

## **Specific Responsibilities**

### **Main Purpose**

- To ensure that the school site is fit for purpose and to pro-actively highlight concerns regarding Health and Safety to the Site Manager in a timely manner
- To undertake a range of cleaning duties as directed by the Site Manager including litter picking internally and externally
- To adhere to all COSHH and Health and Safety requirements

The post holder may be required to perform duties other than those given in the job description for the post.

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **Person Specification**

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

### **Qualifications**

1. Previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents is required.

### **Professional Attributes**

1. A commitment to “go the extra mile” to ensure the best outcomes for every child
2. Hold positive values and attitudes and adopt high standards of behaviour.

### **Skills, Knowledge and Understanding**

1. Knowledge of relevant health and safety regulations
2. Ability to work with limited direct supervision
  - a) Experience of the management of fire safety (alarms etc)
  - b) Work in the education sector