

## **SUPPORT ROLES**

### **JOB DESCRIPTION**

#### **Sheppey Secondary**

**Post: Cleaner**

**Responsible To: Estates Manager**

**Summary of Post:** To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

**Tier of role: Support**

**Key descriptor: Operates to standards.**

**Scope of role:** Provides specific service, performing a limited range of straightforward, specific tasks.

**Autonomy:** Detailed instructions are given, and routines are followed to standard, solving basic problems as required.

**Knowledge of role:** Role-specific knowledge is required.

**Skills – Technical & Practical:** Basic skills required.

**Qualifications/Experience:** Level 2 English and maths preferred but not essential.

**Supervision of others:** No supervision or line management

**Management by others:** Close supervision with instruction when required.

#### **Key Responsibilities:**

1. Undertake cleaning of allocated areas in line with specified standards and as directed.
2. Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
3. Store allocated equipment and materials safely and securely.
4. Perform duties in line with health and safety regulations (COSHH) and, take action where hazards are identified, report serious hazards to the line

manager immediately.

5. Collect and dispose of waste and replenish stocks.

### **Specific Duties:**

1. Maintain high and consistent standards of cleanliness, day to day and for school events.
2. Perform duties in line with risk assessments relevant to role and report Health and Safety concerns to Estates Manager
3. Report cleaning supplies requirements and stock levels to the Estates Manager, so stocks can be replenished in good time, so standards can be maintained
4. Work as part of a team and support other members of the cleaning team to meet the required standards.
5. Undertake specialised cleaning programme(s) during school closure or other designated periods as directed

*Note: As a new school, opening September 24, responsibilities and specific duties may be subject to change in the first year of operation.*

### **General Duties and Responsibilities:**

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development programme and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety, and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

*Please note:*



*This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.*

*It does not form part of your contract of employment, and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.*

Line manager's  
signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Postholder's  
signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

<b>PERSON SPECIFICATION</b>		Application	Interview	Shortlisting Weighting
<b>Tier of Role: Support</b>				
<b>Qualifications and Training</b>				
1.	No qualification necessary			
<b>Experience</b>				
1.	Previous experience of cleaning an advantage.	✓	✓	4
2.	Some previous work experience, voluntary or paid.	✓	✓	4
<b>Skills and knowledge</b>				
1.	Basic numeracy and literacy skills.	✓	✓	2
2.	Basic IT skills; email.	✓	✓	2
3.	Good communication skills.	✓	✓	6
<b>Personal Qualities</b>				
1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and trust.		✓	6
3.	Ability to work well as part of a team.	✓	✓	6
4.	Maintain confidentiality at all times.		✓	6
5.	Commitment to inclusion, safeguarding and equality.	✓	✓	6

### **Advice to candidates**

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much

detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.