

St Augustine Academy

Job Description



Job Title:	Cleaner	Reports to:	Cleaning Supervisor
Grade and Range:	WAT grade B pt.2	Department:	Site Team

Purpose and Context:	To provide a cleaning service in specified areas of the site.
Duties and Responsibilities	<ul style="list-style-type: none"> To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the Cleaning Supervisor or nominee. To operate cleaning machinery in accordance with instructions. To dilute and use cleaning materials as instructed. To collect and remove waste/rubbish from work area to collection point as directed. To collect and remove waste/rubbish from work area to collection point as directed. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff. To comply with instructions relating to security and confidentiality. To participate in the Academy's performance management process. To note and report as necessary on matters affecting the health and safety of persons on the site in accordance with the Academy's health and safety guidelines. To undertake any other duties as may reasonably be required by the Site Manager or the Principal.
Culture and Ethos	<ul style="list-style-type: none"> Promote and support the distinctive Christian character of the Academy as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
General	<ul style="list-style-type: none"> Attend team meetings and staff meetings as required. These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade. Willing to undertake work outside of normal school hours on occasion, with due notice. To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change.

All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate

- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on Keeping Children Safe in Education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment
- May be required to work outside of normal school hours on occasion, with due notice.
- All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed: (Principal)

St Augustine Academy

Person Specification



Cleaner	
Experience and Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Relevant knowledge to the job. • An understanding of the principles of Keeping Children Safe in Education 202 and a commitment to ensuring the health, safety and wellbeing of all children. 	<ul style="list-style-type: none"> • Some knowledge of the main Health & Safety regulations and how they apply in a school environment.
Skills and Abilities	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to work effectively and supportively as a member of the school team. • Ability to work on own initiative and organise work with minimal supervision and meet deadlines. • Ability to communicate at an appropriate level both written and orally. 	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner.
Motivation	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to form & monitor appropriate relationship & personal boundaries with children & young people. • Motivated to perform the job well and to continuously develop. • Commitment to trust / academy ethos and values 	
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> • Reliability. • Ability to establish good working relationships with all relevant stakeholders • An understanding of child protection and safeguarding in educational establishments E - Willingness to participate in training and developmental opportunities offered by the Academy. 	<ul style="list-style-type: none"> • Strong team ethic, supportive of others and covering for other staff if needed.