



Cleaner

Job Description

Salary Range: Endeavour MAT Grade 3 Point 12 (£24,800 for a FTE post.)
Actual salary will be pro-rata according to hours and weeks worked.
Salary based on 15 hours per week for 41 weeks a year = £8,635pa

Responsible to: Cleaning Supervisor

Working pattern: 15 hours a week. Term time (including inset) plus 3 weeks. (41 weeks total)
Monday, Tuesday, Thursday & Friday, 3.30pm–6:30pm.
Wednesday 2.30pm – 5:30pm.

Main Purpose

To clean and maintain designated areas of the school, under the direction of the Cleaning Supervisor, to ensure they are kept clean and tidy. The post holder will be working as part of a Cleaning Team who all report to the Cleaning Supervisor and in cooperation with the Premises Management Team.

Duties

- Provide a cleaning service to include dusting, vacuuming, washing floors, washing surfaces, emptying bins and other similar tasks to ensure high standards of cleanliness and hygiene at all times.
- Maintain clean toilets to ensure hygiene standards are met.
- Maintain specialist teaching spaces (e.g. Food Technology, Science Labs, Product Design) to a clean and hygienic standard in line with their purpose.
- Maintain staff areas (e.g. staff room, staff kitchen) to ensure areas are clean, neat and tidy.
- Replenishing hand towels, toilet rolls and soap dispensers etc. to ensure the facilities are available for use.
- Undertake additional cleaning during school holidays to support and enhance the daily cleaning during term time.
- Report any defects or health and safety issues to the Cleaning Supervisor or a member of the Premises Management Team.
- To understand and apply health and safety procedures relevant to the role:
 - Manual handling
 - First aid & hygiene practice
 - COSHH (Control of Substances Hazardous to Health)

The post holder may be required from time to time to undertake duties within the school as may be reasonably expected without changing the general character of the duties or the level of responsibility entailed.

Person Specification

The following outlines the criteria for this post.

Knowledge	• Of the use and storage of cleaning materials and liquids • An understanding of Safeguarding	Desirable
		Essential
Qualifications & Experience	• GCSE/O Level • Cleaning in an education environment • Previous cleaning experience and knowledge	Desirable
		Desirable Essential
Skills & Abilities	• Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals. • A passion for working at a high standard • Well organised with a strong attention to detail • Able to work under pressure and prioritise own workload to achieve deadlines. • Ability to accept guidance and direction from line manager. • An understanding of Data Protection legislation and GDPR.	Essential
		Essential
		Essential
		Essential
		Essential
		Desirable

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.

All offers of employment are subject to an Enhanced DBS check.

