



SUPPORT STAFF JOB DESCRIPTION

Support Role

Minster Church of England Primary School

Post: Cleaner

Salary: EKC 2

Responsible To: *Premises 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. Undertake seasonal duties as required, for example undertake a complete deep clean of all allocated areas during holiday periods; duties during the school holiday periods may differ at the discretion of line manager and the headteacher.

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 program 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: _____

PERSON SPECIFICATION		Application	Interview	Shortlisting
Tier of Role: Support				
Qualifications and Training				
1.	No qualification necessary			
Experience				
1.	Previous experience of cleaning an advantage.	✓	✓	4
2.	Some previous work experience, voluntary or paid.	✓	✓	4
Skills and knowledge				
1.	Basic numeracy and literacy skills.	✓	✓	2
2.	Basic IT skills; email.	✓	✓	2
3.	Good communication skills.	✓	✓	6
Personal Qualities				
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