



Job Description

Job Title Cleaner

Grade: Kent Range 2 (FTE)

Hours: 12.5 hours per week depending on site

Weeks: Term-time only (38 weeks) plus 5 weeks deep cleaning

Salary: £15839.43 (pro rata)

Reporting to: Premises Site Manager

Working hours: 3.30-6.00pm daily

Based at: Minterne Junior School

This is a permanent position (subject to a 6 month probationary period)

Purpose of the job

- Clean and maintain areas of the school in a timely manner, under the direction of the Site Manager, to uphold high standards of cleanliness and hygiene throughout

Key duties and responsibilities

- Provide a comprehensive cleaning service to allocated areas including dusting, vacuuming, washing floors, emptying bins and other similar tasks to maintain a high standard of cleanliness and hygiene at all times. Replenish hand towels, toilet rolls and soap to ensure areas are clean, neat and tidy.
- Maintain clean toilets to ensure hygiene standards are met
- Collect and dispose of waste
- At all times, perform allocated duties in line with health and safety regulations;
 - Follow school health & safety policies and guidelines, ensuring that cleaning is carried out in a safe manner and that any risks and hazards are reported appropriately
 - When using chemicals or other hazardous substances, perform duties in line with COSHH regulations
 - Operate domestic and industrial cleaning equipment in a safe way
 - Report any defects to the site manager to enable repairs to be carried out
 - Store equipment and materials safely and securely
- Undertake specialised cleaning programmes, during school closures. Complete a deep clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, polishing wooden floors, machine scrubbing non-slip etc to ensure all areas are clean and fresh
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do
- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work
- Potential in Everyone Academy Trust is committed to safeguarding and promoting the welfare of children
- Any other work requested by, and deemed appropriate by, management

This role is subject to an enhanced DBS check

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification



Job Title Cleaner

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education		<ul style="list-style-type: none"> GCSE grade A*-C in English and mathematics
Experience		<ul style="list-style-type: none"> Previous cleaning experience in an education setting Previous experience of working with cleaning machinery and chemicals
Skills	<ul style="list-style-type: none"> A commitment to safeguarding and promoting the welfare of children Evidence of successful team working Able to recognise the importance of ensuring a safe and secure environment Good communication skills (written and oral) Friendly nature with a tactful, professional and flexible approach Excellent time keeping and attendance Demonstrably professional, honest, loyal and hard working Able to work both independently and as part of a team Able to manage own time effectively and prioritise workload Able to work under pressure and be able to meet deadlines Able to use cleaning machinery safely Able to undertake flexible working patterns including evenings and weekends A flexible and adaptable approach to work 	<ul style="list-style-type: none"> Knowledge of basic health and safety rules and regulations Knowledge of relevant school policies which keep children safe in education EG Safeguarding and Child Protection
Personal attributes	<ul style="list-style-type: none"> Able to maintain confidentiality Flexible and responsive to change Self-motivated and pro-active Appropriate levels of personal presentation Good sense of humour Diplomatic and resourceful Positive/can do approach Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community 	<ul style="list-style-type: none"> Understands the principles of data protection and the importance of confidentiality

Values	<ul style="list-style-type: none">• Commitment to school's aims and values• Commitment to continuous personal development• Honest and reliable, displays integrity and commitment to the Trust• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family	
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