

Support Staff Job Description and Person Specification

TITLE:	Cleaner
Working arrangements:	10 hours per week / 44 weeks per year]
Location:	Newmarket Academy
Grade / Scale point:	Grade 1 Point 7
Responsible to:	Caretaker / Facilities Manager
Date:	April 2017
Post holder:	

INTRODUCTION

All our schools must embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To carry out cleaning and associated duties.

KEY TASKS AND RESPONSIBILITIES

The normal duties of the post holder will usually include the following:

1. Be responsible for cleaning certain parts of the school site as allocated by the Line Manager in conjunction with the Estates Manager (this may vary from time to time).
2. Use cleaning materials as instructed by the Leadership team.
3. Vacuum all carpeted areas and to wash or mop the floors of the cloakrooms and toilets in designated areas (Machine clean where practicable).
4. Sweep all the uncarpeted floors thoroughly after school in the afternoon.
5. Empty and clean bins and remove waste to designated areas.
6. Spot clean spillages.
7. Dust/wash carefully each morning with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
8. Regularly clean toilets, toilet areas and the replenishment of toiletries etc.

9. Cleanse hand basins in all toilets.
10. Wash off dirty marks on wall tiling and mirrors.
11. Clean internal glass, internal and external door glass.
12. Routinely clean lamp shades and light diffusers (strip lights). The height limit is eleven feet.
13. Carry out periodic cleaning of all internal surfaces to a height of eleven feet.
14. Periodically clean internal and external windows at ground level to a height of eleven feet.
15. Check and close windows, switching off lights after work.
16. Carry out such other duties as may be allocated from time to time, including providing cover for absent colleagues (this may involve temporary variations to normal routines/schedules within overall working hours).
17. Report all defects/hazards immediately to the Senior Leadership team.

SAFEGUARDING

1. Samuel Ward Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times.
2. The post holder under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.



6. Undertake any other reasonable tasks and responsibilities as requested [insert line manager] or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

TITLE

CLEANER

GRADE / SCALE POINT

1

	Essential	Desirable
Educational achievements, qualifications and training	Able to communicate clearly and follow instructions.	
Job related knowledge, aptitude and skills	Ability to prioritise work Ability to manage time effectively.	
Personal Qualities	Ability to communicate with a wide range of people. Initiative and the ability to work without supervision. Be flexible to changing demands of the post.	Work as part of a team. Take pride in a job well done. Be happy, have a sense of humour
Physical	Must be in good health with full mobility	