



JOB DESCRIPTION-Cleaner

GRADE: 1

JOB TITLE: Cleaner

REPORTING TO: Dawn Spiller (Office Manager)

Dignity at work

To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Council's Equal Opportunities in Employment Policy.

Purpose

To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.

Principle Accountabilities

- To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the schools requirements.
- To clean and disinfect surfaces including tables, shelves and floors.
- To dust and vacuum where necessary.
- To be responsible for safe storage and use of cleaning products and equipment.
- To remove all rubbish each day from the designated working areas.
- To remove and dispose of identified items as directed.
- To work as part of a team and promote collaboration.
- To adhere to the schools four main values- Collaboration, Respect, Enquiry and Determination.

General

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The postholder must be flexible to ensure the operational needs of the Council are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Council.
- To promote the Academy's Equal Opportunity Employment Policy.
- The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Academy's Safety Policy and Programme. Specific details are outlined in the Health and Safety Policy.
- Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

Dimensions

Responsibility for Staff: To work as part of a team under the supervision of the Office Manager.

Responsibility for Customers/Clients: To maintain standards of friendliness and helpfulness in line with the school's ethos and values.

Responsibility for Budgets: None

Responsibility for Physical Resources: To work as part of a team to identify levels of stock and organise replacement through the Finance Manager or Office Manager.

Decision Making

These decisions should relate specifically to the principal accountabilities
 To make decisions commensurate with the job description/person specification and in line with responsibility.

Organisation Chart

Head Teacher
Office Manager
Cleaner

Knowledge/Experience/Skills/Qualifications and Mental Skills

1. Qualifications-Requirements- Previous experience desirable but not essential.
2. Knowledge-Requirement-Willing to be trained in the use of some specialist equipment. Be aware of the school Step Ladder Policy and Health and Safety Policy.
3. Experience-Requirements- Basic experience requirement
4. Specific Skills-Requirements-Good health, punctuality and adaptability.

Working Relationships

1. Working service area/section: Basic contact required-accountable to the Office Manager.
2. With any other trust: Basic contact required.
3. With external bodies to the academy: basic contact as required.

Interpersonal/Communication Skills

1. Verbal: Basic courtesy, tact, clear articulation on simple instruction- to be aware of colleagues and pupils with additional needs
2. Written-Basic

Thinking Challenge/Mental Demands

Straight forward solutions to basic issues- set procedures adhered to.

Physical Demands			
Physical effort and or strain- tiredness, aches and pains over and above the normally incurred in the day to day work environment.			
Not applicable		Moderate	x
Low		High	
Very High			

Working Conditions			
Working Conditions- exposure to objectionable, uncomfortable or noxious conditions over and above the normally incurred in the day to day work environment.			
Not applicable		Moderate	x
Low		High	
Very High			

Emotional Demands			
Exposure to objectionable situations over and above that normally incurred in a day to day work environment.			
Not applicable	x	Moderate	
Low		High	
Very High			