



## Support Staff Job Description and Person Specification

<b>TITLE:</b>	<b>Cleaner</b>
<b>Location:</b>	<b>Sybil Andrews Academy</b>
<b>Working arrangements:</b>	10 hpw / 44 weeks per year
<b>Term time (39 weeks):</b>	6am to 8am Monday to Friday inclusive <b>or</b> 4pm to 6pm Monday to Friday inclusive  Working hours flexible between morning / evening
<b>School holidays (5 weeks)</b>	10 hours per week, times by arrangement
<b>Grade / Scale point:</b>	Grade 2 / SP6
<b>Responsible to:</b>	Caretaker
<b>Date:</b>	September 2017
<b>Post holder:</b>	

### 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 provided and in accordance with relevant instructions, guidance and training.
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 as instructed and required, with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
8. Regularly cleanse toilets, toilet areas and the replenishment of toiletries etc.
9. Cleanse hand basins in all toilets.
10. Remove any dirty marks on wall tiling and mirrors.
11. Clean internal glass, internal and external door glass as required.
12. Routinely clean lamp shades and light diffusers (strip lights) as required.
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 reasonable cover for absent colleagues (this may involve temporary variations to normal routines/schedules within overall working hours).

N.B. All member of the Cleaning team have a responsibility to be mindful of their own safety and that of their staff colleagues. This means that advice and guidance should be sought before undertaking any task which involves bending, stretching or other significant physical exertion or which the individual believes may be hazardous. Similarly use of any cleaning or other chemical products should only be undertaken after appropriate training has been given. Any defective equipment should be reported to a senior member of staff without delay.

## **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 the Caretaker, the Estates 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** 2 SP6

	<b>Essential</b>	<b>Desirable</b>
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.  <input type="checkbox"/> Be happy, have a sense of humour
Physical	Must be in good health with full mobility	