

## Job Description Teachers and Support Staff

Role:	Cleaner
School:	Beckfoot Thornton
Salary/Grade:	Band 1 / 2, SCP 1
Reporting to:	Site Manager

### Core Purpose of the Post:

To undertake cleaning of the school premises.

The successful candidate will assist with cleaning the school premises to a high standard, as well as ensuring that health and safety requirements are adhered to.

The ideal candidate will be able to demonstrate excellent interpersonal skills, an outstanding attendance and punctuality record, resilience and the ability to work in an organised and methodical manner.

Previous experience is advantageous although full training will be given.

### Main Duties and responsibilities:

To ensure a high standard of cleanliness is maintained throughout the school building and site.

Duties will include mopping, sweeping, vacuuming, cleaning toilets, emptying bins, litter picking and using buffing machines and other associated cleaning tasks as required.

Taking rubbish to the bins.

To participate in performance appraisal reviews and training as required.

### Supervision and range of decision making:

N/A

### Communications and working with others:

Must establish effective working relationships with staff.

### Resources:

### Professional development:

To be involved in school and Trust wide Professional Development and an expectation that this is normal practice.  
To undertake necessary training appropriate to the position.

### Other Considerations:

To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.

To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.

Accept and commit to the principles underlying the Schools Equal Rights policies and practices.

Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.

Must be legally entitled to work in the UK.

**Safeguarding:** No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Advanced Threshold Fluency Duty Required:** In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

**Notes:** This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder.

Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Date:

17/02/2020