

Job Description and Person Specification

DATE	SIGNATURE

Role

Cleaner

Beckfoot Trust

Salary/Grade: Band 1-2

Reporting to: Site Manager / Premises Manager

JOB DESCRIPTION

Corporate Responsibilities

- To clean designated areas, providing a safe and hygienic environment and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- Comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Uphold an individual and organisational commitment to a culture of safeguarding for all
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This is a school-based role that will involve contact with children

Key Duties and Responsibilities

- Cleaning learning, office and functional or communal areas including floors, surfaces, toilets, and furniture with care in line with service standards, ensuring areas are ready for use
- Undertake deep or specialist cleaning routines during school closures or as directed in accordance with service standards
- Prepare and use cleaning equipment and products effectively and safely in line with regulations
- Ensure security arrangements are maintained, reporting issues
- Monitor and report stock levels, ensuring that there is adequate stock to meet the needs of the area / school
- Move and store supplies and waste as required
- Communicate effectively with colleagues to support cleaning activity in relation to school requirements
- Report building or equipment damage and hazards encountered
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Provide occasional cover for colleagues
- Attend and support meetings and undertake duties as required in line with school calendar
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- To establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

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: October 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Cleaner

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	Adult Literacy/Numeracy at level 1	Evidence of relevant training	Application
Experience		Experience cleaning in a relevant environment	- Application - Interview
Knowledge, Skills and Ability	- Work constructively as a part of a team to deliver excellent service - Cleaning skills - Ability to use specialist cleaning equipment - Ability to communicate clearly - Ability to relate well and work effectively with children and adults.	Knowledge of relevant policies / procedures for e.g manual handling, COSHH disposal of waste	- Application - Interview
Character/ Values	- High commitment to safeguarding and promoting the welfare of children - A belief in education and commitment to high levels of service to make a difference for young people - Commitment to the Trust agenda for inclusion, diversity and equality - Driven by values - Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example - Understand the importance of work/ life balance - Resilient, flexible and hardworking	Interest in the school's wider role in the community	- Application - Interview
Personal Circumstances	- Legally entitled to work in the UK - Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 - Flexibility to support out of hours activity		- References - Interview