

# Cleaner

## Job Description and Person Specification



<b>Post Title:</b>	Cleaner
<b>Responsible to:</b>	Senior Caretaker
<b>Responsible for:</b>	Delivery of the Cleaning Services
<b>Grade:</b>	Part time, 16 hours per week (this is over 5 days but staff are expected to vary their working hours according to the needs of the College)  This post is for 200 days per year as directed.  Band A, actual salary £6,683 (full time salary £17,145).

### Main Purpose of Job

To deliver Cleaning Services across the Trust in line with policies and internal operational procedures under the leadership of and as directed. This post is part of the Trust Cleaning Service, the postholder will be primarily based at Thomas Rotherham College but may work at any Trust Academy as required.

**Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust (currently Oakwood High School, Sitwell Junior School and Thomas Rotherham College). All duties outline below are the responsibility of the post holder who will be accountable for delivery.

### Main Duties of the Post

#### 1. Role Specific Duties and Responsibilities

1.1	To be responsible for daily cleaning duties of Trust buildings, principally Thomas Rotherham College, internally and externally throughout the day.
1.2	Carry out laundry duties, including cleaning sports kits and drying as necessary.
1.3	Ensure the cleanliness and hygiene of all areas of the site as directed.
1.4	Support the site team as requested for example with event set up.
1.5	Ensure Health and Safety procedures are adhered to at all times.
1.6	Ensure that site security is adhered to at all times.
1.7	Undertake training as and when required
1.8	Undertake any other cleaning duties as and when required

## 2. Generic Duties and Responsibilities

2.1	Comply with and work in accordance with the Code of Conduct for Staff.
2.2	All employees will be asked to work at their level and for support staff this will include general First Aid (training will be provided).
2.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
2.4	Participate and contribute to Appraisal.
2.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
2.6	Be aware of and comply with all policies and procedures including those related to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
2.7	Contribute positively to the overall ethos / aims of the Trust.
2.8	Establish constructive relationships and communicate with others (internal and external).
2.9	Organise and support Academy and Trust events as requested.
2.10	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.
2.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all.

### Person Specification Post: Cleaner

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

		Essential / Desirable	Method of Assessment
<b>1</b>	<b>Qualifications / Training / Experience</b>		
1.1	Experience in similar role.	Desirable	AF/I
1.2	Evidence to be able to discharge duties of the role.	Desirable	AF/I
1.3	Literacy and numeracy skills at a level appropriate to the role and this will include being able to read and understand Policy and Practice documents.	✓	AF/CQ
<b>2</b>	<b>Skills and Aptitudes</b>		
2.1	Understanding of hygiene and cleanliness standards and the ability to see what needs cleaning and react.	✓	AF/I/R
2.2	Good time keeper and evidence of excellent attendance at work.	✓	AF/I/R
2.3	Ability to manage own workload and work independently and as part of a team.	✓	AF/R/I
2.4	Knowledge of duties of cleaner for large premises.	✓	AF/R/I
<b>3</b>	<b>Mandatory Requirements</b>		
3.1	A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	DBS Check

3.2	Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF/R
3.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF/R
<b>4</b>	<b>Physical Requirements</b>		
4.1	Health and physical capacity for the role.	✓	I, R
4.2	A good attendance record in current employment, (not including absences resulting from disability)	✓	I, R

**Key to abbreviations:** **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), **DBS** Disclosure and Barring Service Check

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.