

Senior Cleaner

Job Description and Person Specification



Post Title:	Senior Cleaner
Responsible to:	Senior Caretaker
Responsible for:	Oversight of cleaner standards and routines
Grade:	Band B actual salary £10,008 (full time salary £18,516), part time, 20 hours per week, all year x 2 posts

Main Purpose of Job

To have oversight of cleaning standards and ensure that staff are working in the correct areas, at the correct times following the required procedures and that cleaning is at the standards required.

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. All duties outline below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

A=Accountability (which means being responsible for something to somebody), L= Leadership (guide, direct and influence the outcomes of) O=Operational (day-to-day management and control of these activities)

1. Role Specific Duties and Responsibilities

		A	L	O
1.1	To have an oversight of cleaning standards of specified group of cleaners, this may change from term to term (line management of all cleaners will stay with the Senior Caretaker).	✓		✓
1.2	Ensure that cleaners are working in the correct areas, at the correct times in line with the rota.	✓		✓
1.3	Ensuring all areas are fully stocked with the relevant cleaning equipment and supplies.	✓		✓
1.4	To ensure all cleaning tasks are completed to a satisfactory level in line with procedures and provide feedback to the cleaning team.	✓		✓
1.5	To be responsible for general cleaning duties around the site, internally and externally as directed.	✓		✓
1.6	Duties as per cleaning procedures.	✓		✓
1.7	Follow health and safety procedures at all times.	✓		✓
1.8	Follow site security procedures at all times.	✓		✓
1.9	Undertake training as and when required.	✓		✓

2. Generic Duties and Responsibilities

2.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
2.2	All employees can be asked to train for and support the first aid needs of the Trust.
2.3	Participate and contribute to Talent Development Reviews, Service Plans and training as required and in support of others.
2.4	Establish constructive relationships and communicate with others (internal and external).
2.5	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.
2.6	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder you will support, mentor and act as a role model for all staff.

Person Specification Post: Senior 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
1	Qualifications / Training / Experience		
1.1	Experience in similar role.	✓	AF/CQ/R
1.2	Evidence to be able to discharge duties of the role.	✓	AF/CQ/I/R
2	Skills and Aptitudes		
2.1	Excellent organisational skills and ability to work independently.	✓	AF/I/R
2.2	Must provide confirmation of good punctuality and attendance in previous roles.	✓	AF/I/R
2.3	Ability to work with others and to oversee the work of others.	✓	AF/I/R
3	Mandatory Requirements		
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
4	Physical Requirements		
4.1	Health and physical capacity for the role.	✓	I, R
4.2	A good attendance and punctuality 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.