



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Cleaner
SALARY:	Band 1
RESPONSIBLE TO:	Appropriate Supervisor

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role is, to carry out a range of cleaning duties to a high standard to ensure the cleanliness of the school and any other areas. Safe use of equipment and compliance with Health and Safety Legislation and Trust policies.

EMPLOYMENT DUTIES:

Duties and key result areas: carried out in accordance with the specification for Building Cleaning Services and the Cleaning Operations Manual, individually or as part of a team, these include, but are not restricted to:-

1. General cleaning tasks as directed.
2. Empty litter bins and remove rubbish.
3. Safe use of cleaning equipment.
4. Open and close premises as necessary, ensuring security of building is not compromised.
5. Ensure compliance with Health and Safety legislation and County Council policies in all aspects but especially when using materials, tools and equipment.
6. Stock management, ordering of cleaning materials and assist with the receipt and safe storage of goods.

7. Attend training sessions as and when required.
8. May be required to cover other sites and duties appropriate to the nature, level and grade of the post.

The person undertaking this role is expected to work within the policies, ethos and aims of the trust/school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Person Specification: Cleaner	Essential	Desirable
Qualification and Knowledge: The person appointed should be able to demonstrate: <ul style="list-style-type: none"> No particular knowledge or qualifications area required Some knowledge of the range of tasks together with the operation of associated tools and equipment 	✓	✓
Experience: <ul style="list-style-type: none"> No specific experience in the workplace is necessary Some experience in a building cleaning environment 	✓	✓
Skills: The person appointed must be able to: <ul style="list-style-type: none"> Able to understand and follow straightforward spoken and written instructions Able to keep basic work records. Strength, dexterity and co-ordination to use a range of cleaning tools and equipment Listens, consults others and communicates clearly. Reliable and keeps good time. 	✓ ✓ ✓ ✓ ✓	
Physical, mental, emotional and environmental demands <ul style="list-style-type: none"> Appropriately follows instructions to achieve set objectives. Committed to the provision of quality services to achieving customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and anti-oppressive practice in all aspects of work. A willingness to undertake job related training. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	