



## JOB DESCRIPTION

<b>JOB TITLE</b>	CLEANER
<b>DEPARTMENT/SECTION</b>	ST FRANCIS AND ST CLARE CATHOLIC MAC
<b>RESPONSIBLE FOR WHICH OTHER POSTS</b>	NONE
<b>RESPONSIBLE TO</b>	CARETAKER/SITE MANAGER - PRIMARIES ESTATES MANAGER - SECONDARY

### Organisation Chart



### Job Summary

The Academy Cleaner is required to carry out under reasonable direction the appropriate duties in the case of the buildings and the teaching environment, in matters of safety, cleanliness and comfort conducive to the working needs of pupils, staff and other site users.

## **Main Duties**

To ensure site is maintained to the highest standard of cleanliness.

- To include cleaning the inside windows and all internal glass.
- Emptying waste bins located within the Academy building.
- Removal of rubbish to designated area.
- Removal of body fluids from wall tiles and wash hand basins.
- polishing, top dressing floors, scrubbing, burnishing, vacuuming, carpet shampooing, dusting, mopping, sweeping, washing and removing rubbish.
- Tasks to be carried out to: Floors, toilets, sinks, windows, doors, walls, radiators, cooker tops, pianos, kitchen units, cupboards, skirting boards, desks, tables, chairs, computers, shower heads. (This list is an example and should not be taken as an exhaustive list).
- The operation of polishing machines, vacuum cleaners, scrubbers, dryers, carpet shampoo machines and the responsibility for the cleanliness of all tools and machinery.
- To use cleaning chemicals and materials economically.
- To work in a safe manner at all times having due regard for others.
- To comply with Academy policies and wear appropriate clothing and footwear for the role
- To attend and undertake training courses commensurate with your job.
- Any other duties as may be commensurate with the grade and nature of the post.
- To take a pride in the school and your own general appearance.
- To co-ordinate a holiday pattern to ensure adequate cover throughout the year as agreed with the Caretaker or Site/Estates Manager.

**In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline.**

**PERSON SPECIFICATION**

<b>Essential Criteria</b>	<b>Desirable</b>	<b>Measured by</b>
<p align="center"><b>Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>• Understanding of basic Health and Safety &amp; school hygiene requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training</li> </ul>	AF
<p align="center"><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Working in a team environment</li> <li>• Previous experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>• Working within a school setting</li> <li>• Working in a large setting</li> </ul>	AF/I
<p align="center"><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Customer Care               <ul style="list-style-type: none"> <li>• Working to a daily routine of tasks</li> </ul> </li> <li>• Flexible and adaptable to adjust workload and tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to relate to young people</li> </ul>	AF/I
<p align="center"><b>Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• Builds personal relationships with colleagues and stakeholders, through regular contact and consultation</li> <li>• Proactively seek opportunities to increase job knowledge and understanding</li> <li>• Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members</li> <li>• Works with others to resolve differences of opinion and resolve conflict               <ul style="list-style-type: none"> <li>• Requires minimum supervision</li> <li>• Takes quick and effective action</li> </ul> </li> <li>• Ability to keep calm at all times, even under pressure               <ul style="list-style-type: none"> <li>• Of smart, personable appearance</li> </ul> </li> <li>• Demonstrates focused implementation of role and responsibilities</li> <li>• Is accountable for own development and encourages the ownership of development needs amongst team members</li> </ul>		I

AF - Application form I – Interview

<b>COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE</b>	
Post Reference: S001	Post Title: Cleaner
<b>Commitment &amp; Motivation</b>	
<ul style="list-style-type: none"> <li>● Displays energy and enthusiasm and has a positive attitude towards work, demonstrating commitment to achieving individual and Academy goals</li> <li>● Prioritises own workload</li> <li>● Takes personal responsibility whilst demonstrating willingness to complete the task to a high standard</li> <li>● Actively participates in learning opportunities and applies learning to develop own practice</li> <li>● Effectively liaises with people showing a willingness to give and receive constructive feedback</li> <li>● Responds positively to feedback and incorporates this into working practice</li> <li>● Keeps to date with relevant information and initiatives</li> </ul>	
<b>Managing Objectives</b>	
<ul style="list-style-type: none"> <li>● Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team</li> <li>● Provides agreed feedback of effectiveness and progress</li> <li>● Recognises the values, learning styles, management styles and ethos of the Academy</li> </ul>	
<b>Raising Standards</b>	
<ul style="list-style-type: none"> <li>● Contributes to setting individual objectives and agreeing measurable targets</li> <li>● Maintains consistent performance</li> <li>● Remains focused on delivering results</li> <li>● Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing</li> </ul>	
<b>Customer Focus</b>	
<ul style="list-style-type: none"> <li>● Demonstrates willingness to help and support pupils and stakeholders</li> <li>● Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships</li> <li>● Contributes to the safeguarding and welfare of pupils</li> <li>● Adopts a pleasant, helpful and professional manner</li> <li>● Delivers results in a timely manner</li> <li>● Understand the reasons for Health &amp; Safety within own area and works in a manner which does not compromise their own H&amp;S or that of anyone affected by their work</li> </ul>	
<b>Communication</b>	
<ul style="list-style-type: none"> <li>● Communication of straightforward information within familiar situations, with sensitivity and confidentiality</li> <li>● Communicates effectively either verbally or in writing.</li> <li>● Selects most appropriate method to meet the needs audience including those with complex communication and interaction needs</li> <li>● Shares information with relevant parties in a timely manner</li> <li>● Responds effectively to queries and provides accurate information, knowing when to refer</li> <li>● Completion of standard proformas</li> </ul>	
<b>Impact &amp; Influence</b>	
<ul style="list-style-type: none"> <li>● Understands the impact of own behaviour on others.</li> </ul>	

- Interacts positively within a team and will challenge inappropriate behaviour where appropriate.
- Develops personal networks and builds positive relationships.
- Discusses own needs and listens sensitively to the needs of others
- Shares appropriate information and knowledge with other in an open and honest manner
- Maintains confidentiality within appropriate boundaries.

### **Team Working**

- Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery
- Shows willingness and ability to work cooperatively with a range of stakeholders
- Contributes to dialogue regarding aims and objectives
- Provides effective support to colleagues, responds well to guidance

### **Qualifications & Skills**

- Knowledge of procedures for a range of tasks
- Operation of associated tools and equipment
- Implement relevant H&S practices and procedures as instructed.
- NVQ level 1 or equivalent