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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

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| **JOB DESCRIPTION** |
| **Post Title:** | **CLEANER** |
| **Purpose:** | Under the direction of the Head Cleaner/Site Manager* undertake, normally as part of a team, the cleaning of designated areas within the school to ensure they are kept in a clean and hygienic condition
 |
| **Reporting to:** | Head Cleaner |
| **Responsible for:** | The provision of a cleaning service in a designated area |
| **Liaising with:** | Head Cleaner, Site Manager, Site Officers |
| **Working Time:** | 17.5 hours per week, term time only plus 1 week |
| **Salary/Grade:** | Romero Grade 1 |
| **Disclosure level** | Enhanced |
| **MAIN (CORE) DUTIES** |
|  | * Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas
* Emptying of rubbish bins
* Polishing and dusting of designated areas including toilets and shower areas
* Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedure
* Moving furniture and equipment to assist cleaning
* Open and lock doors as required, collecting and returning keys to site manager or other site officers
* Ensure work is carried out to the standard required by the Head Cleaner
* Any other duties and responsibilities within the range of the salary grade
* Make a positive contribution to the wider life and ethos of the school.
* To support the school in meeting its legal requirements for worship.
* To promote actively the school’s corporate policies.
* To comply with the school’s Health and Safety Policy.
* To comply with the Academy’s Code of Conduct.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
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| **Person Specification** | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** |  |  |  |
| No formal qualifications needed but must be able to read and understand basic written instructions | x |  | A |
| **Knowledge & Experience:**  |  |  |  |
| Basic understanding of cleaning principles within an educational environment | x |  | AI |
| COSHH awareness | x |  | AI |
| **Skills & Abilities**  |  |  |  |
| Must be able to use all cleaning equipment and chemicals safely | x |  |  |
| Previous experience using manual and electrical cleaning equipment |  | x | AI |
| **Aptitude**  |  |  |  |
| A willingness to undergo any training that is required to undertake the role. |  | x | AI |
| **Safeguarding Children, Young People and Vulnerable Adults** |  |  |  |
| Understands their role in the context of safeguarding children, young people and vulnerable adults | x |  | AI |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | x |  | AI |
| **Equal Opportunities** |  |  |  |
| Understanding of the requirements of Equality and Diversity | x |  | AI |

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)