

JOB DESCRIPTION

Title of Post: Cleaner

Grade/Hours Fixed point 2 43 weeks per year (48.2 paid weeks)
Hours: 6:30am – 8:30am, Monday - Friday
Predominately Term Time Only (some holiday clean required)

Responsible to: CFOO / Office Manager

Job Purpose: To perform a variety of domestic/cleaning tasks at Bridge Academy Trust

DUTIES

Task	Key performance Indicators
To carry out and complete cleaning tasks in line with Bridge Academy Trust standards, policies and working specification.	<ul style="list-style-type: none"> • Areas to be cleaned to the Daily Work Schedule and to the standard contained within the cleaning regime, under the direction off management team
To comply and follow the Trusts Health & Safety Rules for Safe Working and Chemical Handling.	<ul style="list-style-type: none"> • Carry out all cleaning tasks as you have been instructed • Use the designated chemicals for each specific cleaning task • Use the correct colour coded cleaning equipment • Use the correct electrical equipment • Use the supplied Personal Protective Equipment • Safely use chemicals under the C.O.S.H.H regulations
To meet the schools standards of behaviour and present a professional approach.	<ul style="list-style-type: none"> • Be ready for work at the start of each cleaning session. • Behave in a polite manner to all School staff and pupils and other members of the cleaning team • Follow company schools for appearance
To develop and maintain good working relationships with the School Staff, Cleaning Manager/Supervisor and fellow employees during their hours of work.	

<p>To ensure correct usage of cleaning chemicals, materials and light equipment.</p> <p>To prevent damage to fixtures, fittings, equipment and plant.</p>	<ul style="list-style-type: none"> • Use the correct manufacturers recommended dilution ratios of cleaning chemicals. • Ensure minimal wastage of materials. • To ensure all chemicals, cleaning equipment and electrical equipment is stored and secured when not in use
<p>To isolate and report to the Cleaning Supervisor all defective electrical equipment</p>	<ul style="list-style-type: none"> • Ensure all matters regarding security, Health & Safety and building maintenance are reported to your Cleaning Supervisor.
<p>Report all accidents and near misses to your Office Manager.</p>	

OTHER EXPECTATIONS

- To act on direction from the management team, in a safe and purposeful manner.
- To perform all tasks in a safe and hygienic manner.
- To work with all members of the cleaning team and adopt a positive attitude and approach at all times.
- To be able to work on your own.
- To be able resolve any issues without direct supervision
- To be able to prioritise and organise tasks and see them through to completion
- To Maintain professional standards with staff at all times

GENERAL

All staff at Bridge Academy Trust are expected to:

- participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;
- comply with individual responsibilities, in accordance with the role, for health and safety in the workplace;
- Ensure that all duties and services provided are in accordance with the school's equal opportunities policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Bridge Academy Trust welcomes applications from those of all backgrounds, faiths and ethnic groups.

(September 2020)

CLEANING ASSISTANT – PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working in a cleaning team at a large site Relevant Qualifications
	Knowledge of relevant policies and procedures	Knowledge of First Aid Understand general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake mathematical calculations
Communication	Written	Good written skills
	Verbal	Ability to convey information clearly
	Languages	Seek support to overcome communication barriers with children and adults
Working with children	Behaviour Management	Understand the school's behaviour management policy
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the school team Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of a team
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Understanding of Health & Safety regulations
	C.O.S.H.H	Understanding of the C.O.S.H.H regulations
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance