

Academies Enterprise Trust**Job Description**

Job Title:	Cleaner
Location:	Greensward Academy
Hours of work:	12.5
Reports to:	Designated member of SLT

Purpose of the Role:

To provide a safe, clean and secure environment for all academy users, ensuring that internal & external areas are maintained to a high standard at all times.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- 1.1 To undertake all aspects of cleaning in accordance with the academy cleaning specifications,
- 1.2 To carry out deep cleaning as directed
- 1.3 To keep all COSHH data sheets and risk assessments up to date and to use chemical products safely as directed by the manufacturer's instructions
- 1.4 To empty waste bins, transporting waste to designated areas
- 1.5 To replenish consumable items such as soap, toilet rolls and paper towels
- 1.6 To respond to spillages as required
- 1.7 To carry out cleaning quality checks
- 1.8 To ensure that the cleaning storage cupboard is kept clean, safe and tidy at all times.
- 1.9 To lock and unlock rooms as necessary
- 1.10 To assist with snow clearance if required.
- 1.11 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 1.12 To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- 1.13 To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- 1.14 To carry out any other duties commensurate with the post

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Cleaner

	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	n/a	
Knowledge /Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience of cleaning activities • Knowledge of Health & Safety including COSHH and safe working practices • Experience of planning and managing a busy workload and conflicting priorities to deadlines • Experience of resolving basic problems independently • Experience of working effectively as part of a team 	<ul style="list-style-type: none"> • Previous experience in a similar role
Skills	Line management responsibilities (no.)	n/a	
	Forward and strategic planning	<ul style="list-style-type: none"> • Ability to plan work on a daily basis 	
	Budget (size & responsibilities)	n/a	
	Abilities	<ul style="list-style-type: none"> • Basic literacy skills • Basic IT Skills • Good communication skills • Ability to stay calm under pressure 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Resilience • Demonstrate a commitment to equality • Takes responsibility and accountability • Commitment to Academy aims, ethos & vision • Willing to develop and learn in the role and undertake appropriate training courses 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> o Be unusually brave o Discover what's possible o Push the limits o Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an Enhanced Disclosure & Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Willing to develop and learn in the role and undertake appropriate training courses 	



- | | | | |
|--|--|---|--|
| | | <ul style="list-style-type: none">• Role requires flexibility to meet academy needs including working at Frinton campus and Thorpe campus• Role involves manual handling | |
|--|--|---|--|