

Job Description

Job Title:	Cleaner
Location:	Pioneer School
Hours of work:	Part Time
Weeks Per Year:	52
Reports to:	Principal

Purpose of the Role:

- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.
- Provide a clean and hygienic school environment which meets specific cleaning standards.

Responsibilities:

- Cleaning
- Washing
- Sweeping
- Vacuum cleaning
- Emptying litter bins in classrooms and offices
- Polishing
- Dusting
- Areas to be cleaned may include toilets and showers, fixtures and fittings.
- Using powered equipment as appropriate.
- Carrying out planned maintenance and cleaning programmes during Academy closures.
- Preparation for hirers
- Picking litter
- Other duties as directed by the Buildings Operations Assistant.

General

- To understand and apply Academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development
- To respect confidentiality at all times
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal opportunities Policy.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Other Clauses

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 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.
- 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.
- This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Headteacher.
- 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.
- Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters.
- To undertake any other duties that may be reasonably required by your line manager or the Headteacher.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other reasonable duties commensurate with the post.

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/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. 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.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Cleaner

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> ● Commitment to complete relevant training 	<ul style="list-style-type: none"> ● Manual handling training ● Basic COSHH & health and safety awareness
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> ● Knowledge of cleaning systems ● Able to adopt a proactive approach to cleaning ● Ability to work effectively within a team environment ● Ability to build effective working relationships with all colleagues 	<ul style="list-style-type: none"> ● Experience of working in an Academy or school environment ● Basic knowledge of First Aid ● Knowledge of Safeguarding (Child Protection) ● Equal Opportunities

		<ul style="list-style-type: none"> ● Ability to promote a positive ethos and role model positive attributes 	and recognising the nature of the diverse Academy community
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> ● n/a 	<ul style="list-style-type: none"> ● n/a
	Forward and strategic planning	<ul style="list-style-type: none"> ● n/a 	<ul style="list-style-type: none"> ● n/a
	Budget (size and responsibilities)	<ul style="list-style-type: none"> ● n/a 	<ul style="list-style-type: none"> ● n/a
	Abilities	<ul style="list-style-type: none"> ● Ability to follow verbal instructions ● Ability to organise, prioritise and work on own initiative. ● Ability to communicate effectively and sensitively with other members of the team and Academy staff. ● Ability to work independently and within a team ● Ability to recognise sensitive information and maintain confidentiality ● Commitment to continued improvement of the academy cleaning process. ● Health & Safety – an understanding of Health and Safety in the workplace and how this applies. ● Continuous Professional Development – commitment to increasing own 	

		learning and development.	
Personal Characteristics	Behaviours	•	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff 	•