



Job Description Cleaner Ferndown Middle School



Employer	Castleman Academy Trust	Grade	Grade B	Spinal Column Points	1 - 2
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Key Priorities

- Carry out the cleaning of the interior of the school to an agreed standard under the direction of the Cleaner in Charge or Site Manager/Caretaker.
- Ensure the highest standards of cleanliness and general hygiene of the school premises.

Key Responsibilities

- Clean hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment as directed to an agreed standard, using powered equipment where appropriate.
- Be aware of health and safety issues around the building and work in accordance with safe practices and Health and Safety legislation.
- Report breakdown of any equipment or perceived hazards/incidents in the workplace to the Cleaner in Charge or Site Manager/Caretaker.
- Ensure that good hygiene is maintained using separate cloths and mops for toilets, classrooms and food preparation areas.
- Complete any appropriate records or documentation required by the school.
- Maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- No supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- No formal qualifications or experience required.
- Initial training in basic cleaning methods and use of materials and equipment will be provided within the induction period; further training may be provided thereafter as required.

Creativity and Innovation

- The post has limited scope for creativity and innovation.

Contacts and Relationships

- Regular contact with Cleaner in Charge and Site Manager/Caretaker.
- Contact with other cleaners regarding cleaning duties.
- General contact with other school staff.

Decisions

- The post holder is required to report and record any issues or problems involving cleaning materials, equipment breakdown, and Health and Safety matters to the line manager.

Resources

- Cleaning equipment and materials including chemicals will be used regularly to undertake duties. Training and personal protective equipment will be provided.

Working Environment

- Routine cleaning duties may include the moving and handling of cleaning equipment, chemicals, machinery, and some movement of furniture.
- The cleaning duties will be undertaken indoors on school premises. On occasions, this may include cleaning up of bodily fluids.
- In addition to cleaning, some lifting may be required.

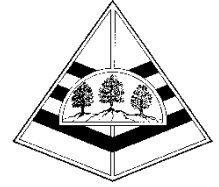
Any other duties commensurate with the role of Cleaner that may be required from time to time. Cleaners are accountable to the Trust Board and Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



Person Specification Cleaner Ferndown Middle School



Education/Qualifications/Training	Desirable	Essential
Good general education		X
Willingness to attend school-based training		X
Experience	Desirable	Essential
Previous experience is not required, although desirable	X	
Knowledge	Desirable	Essential
Knowledge of school's behaviour and management policy and procedures (training provided in school)		X
Knowledge of school's fire and emergency procedures (training provided in school)		X
Knowledge of Child Safeguarding procedures (training provided in school)		X
Aptitudes and Abilities	Desirable	Essential
Ability to work unsupervised, as well as within a team		X
Ability to utilise cleaning materials safely in accordance with Health and Safety regulations		X
Ability to handle confidential information with discretion		X
Attitude and Motivation	Desirable	Essential
Self-motivated		X
Team player		X
Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X