

Job Description

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| POST: | Cleaner |
| RESPONSIBLE TO: | Caretaker & School Business Manager |
| SALARY: | Grade A SCP 1 £17,842 per annum pro rata Actual Salary £ 4739.85 per annum |
| LOCATION: | Kingsway Community Primary School |
| WORKING PATTERN: | Permanent, Start ASAP. Part time - 12.5 hours per week Term time + 3 weeks |
| DISCLOSURE LEVEL: | Enhanced DBS |
| KEY RELATIONSHIPS: | Working with the Caretaker, School Business Manager and Headteacher to ensure a safe, secure, clean and welcoming school site. |

RESPONSIBLE FOR:

Responsibility for others: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety)

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving cleaning of buildings.

MAIN PURPOSE: To clean specified areas within the school in accordance with the school's/authority's standards. Work is undertaken under the guidance of the caretaker / cleaning supervisor

SPECIFIC RESPONSIBILITIES - TYPICAL TASKS

Clean toilets, bowls, sinks and basins
 Wipe down desks and chairs
 Vacuum and tidy classrooms
 Wash worktops/tables
 Wash/mop/sweep floors and wash wet areas
 Clean inside glazing
 Dust and polish
 Use buffer
 Strip and reseal floors (occasionally)
 Undertake routine maintenance of equipment (e.g. vacuum bags)
 Empty bins and dispose of rubbish
 Ensure safe and effective use and storage of all equipment
 Be aware of Health and Safety at Work regulations and COSHH guidelines
 Draw to caretaker's attention any problems / issues which may affect the safety or security of the school or its users.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

No formal qualifications required, though literacy and numeracy skills required to be able to read instructions and work out simple measurements.

No previous experience necessary.

Able to operate equipment and use materials

Understands and can work to procedures, follow straightforward instructions and read labels.

Can understand and operate within regulations

Can identify straightforward solutions to simple problems, eg improving working methods, rearranging cleaning schedules

Can exchange straightforward information with colleagues and users

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - ‘letting your light shine’: All young people achieve things they can be proud of every day in addition to academic success and outside our school’s planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other’s professional and personal wellbeing.

The Trust Board sees all members of the Trust’s staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

Person Specification

| | Essential | Desirable |
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| Experience, Skills and knowledge | <ul style="list-style-type: none"> • Good verbal communication skills • Ability to work in a team work • Use of initiative • As an effective member of the team you will be focused with a can-do attitude • To establish good working relationships at all levels - students, teachers, senior management, board of trustees etc. | <ul style="list-style-type: none"> • Working knowledge of relevant policies / procedures / codes of practice / legislation, including Health and Safety, COSHH, Data Protection and Child Protection |
| Personal Qualities | <ul style="list-style-type: none"> • Flexible • Reliable • Enthusiasm • Self-motivation Professional • Confident | |

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| Other | <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people | |
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