

Job Description - Cleaner

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Cleaner in Charge
Grade	Grade 1 (£17,364 £17,711) The pro rata salary for this role is £9,876 - £10,073 per annum
Hours	25 hours per week term time only, 1pm – 6pm Monday – Friday
Location	Based at President Kennedy School, with a requirement to travel to, work at and undertake work for schools across the Trust as necessary.

Job Purpose

To ensure that a high level of cleanliness, hygiene and presentation is maintained throughout the school environment and that the needs of the school community are met, by working as part of a team to deliver an efficient, effective and professional cleaning service.

Duties and responsibilities

- Carry out cleaning duties to the standards required by the school, including but not limited to:
 - Dusting and cleaning of work surfaces
 - Maintenance of floor areas using the appropriate equipment and methods, including vacuuming, buffing and mopping
 - Emptying and disposal of waste
 - Cleaning of sanitary fixtures and fittings including toilets, hand basins and showers
 - Cleaning of windows
 - Replenishing consumables including paper towels, toilet rolls, soap etc.
 - Cleaning of specialist equipment such as musical instruments, sports equipment, etc. as directed
- Move furniture and equipment to assist in cleaning in accordance with safe manual handling practices
- Unlock and lock internal and external doors and windows as required, ensuring that the premises are left secure and keys are stored securely.
- Report any faults, defects or required repairs that are identified in relation to furnishings or premises to the Site Services Team, particularly where a risk to health and safety may arise.
- Help to ensure that all tools and equipment are maintained in a clean, safe and serviceable working condition, requesting repair or replacement where required.
- Utilise cleaning consumables in accordance with training provided and help to ensure that adequate supplies are maintained.
- Ensure that all tools, equipment and consumables are used and stored safely, securely and in compliance with Care of Substances Hazardous to Health (COSHH).

- Carry out all duties safely with due regard for the health and safety of others and yourself, ensuring that health and safety training, best practice and school protocols are adhered to at all times.
- Be courteous and professional in all interactions with learners, colleagues and other members of the school community including visitors.
- Where requested maintain records of work carried out.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Cleaner are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Victoria Hastie, Operations Director

Date: September 2020