



WIGMORE SCHOOL ACADEMY TRUST

Job Description



Cleaner
Organisation(s): Wigmore High School and Wigmore Primary School
Pay Range: HC2 - £24,413 - £24,796 (pro-rata) (£12.65 – £12.85 per hour)
Contract: 12.5 hours per week, term time plus 4 weeks, permanent contract
Responsible to: Assistant School Business Leader, School Business Leader, Caretaker/Cleaner-in-Charge/other supervisor
Responsible for: No staff responsibility
Functional links with: Teaching staff, student teachers, technicians and other non-teaching support staff, pupils, LEA, suppliers of equipment and service representatives.
Main Purpose of Job: To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it and to maintain cleanliness in order to prevent any health risks from occurring.
Main Responsibilities/Accountabilities: Cleaners will be required to: • To comply with the requirements of the Health and Safety at Work regulations. To take reasonable care for the Health and Safety of him/herself and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out. • To undertake any relevant training as required. • To clean specified areas of the school to the required standard, as instructed: - Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.); - Cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.); - Sweeping and vacuuming floors; - Polishing and dusting surfaces and furniture; - Cleaning toilets and shower areas; - Using and storing safely cleaning materials as appropriate, in accordance with their instructions. - To launder dusters, tea towels etc., if required. • To empty bins and remove rubbish from the premises. • To report any damage to school property or other relevant matters to the Caretaker/Cleaner-in-Charge. • To use powered cleaning equipment as directed and in accordance with training. • To undertake relevant seasonal work as instructed by the Caretaker/Cleaner-in-Charge.
General Information: This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments. It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems. The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy, Staff Handbook, Teachers' Standards and the current School Teachers' Pay and Conditions Document.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Rob Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed:



WIGMORE SCHOOL ACADEMY TRUST

Person Specification



Cleaner		
	ESSENTIAL	DESIRABLE
Qualifications and Training	Willingness to undertake appropriate training, as required. (AF, I)	
Experience	- Relevant experience such as cleaning, handyperson duties etc. (AF, I) - Ability to work and liaise with different groups of people. (AF, I)	
Abilities and Skills	- An understanding and perception of the need for a high standard of cleanliness in schools. (AF, I) - Possess a thorough approach to cleaning and the storage of cleaning materials. (AF, I) - The ability to work effectively with other cleaning staff and school managers. (AF, I) - A good timekeeper. (AF, I) - An awareness of health and safety issues, particularly regarding hazardous materials (COSHH – Control of hazardous substances). (AF, I)	
Personal Attributes	- Resilient (I, R) - Reliable (I, R) - Committed (I, R) - Honest (I, R) - Trustworthy (I, R) - Dedicated (I, R) - Patient (I, R) - Loyal (I, R) - Good sense of humour (I, R) - High expectations of self and others (I, R)	
Other Factors	- A commitment to providing a high standard cleanliness and pleasant environment for pupils and staff. (I) - To work in support of the ethos of the school. (I) - Healthy, in order to carry out the active duties that this post demands. (I) - Police clearance (DBS check)	

Evidence Key:

(AF) – Application Form

(I) – Interview

(R) – References