

<b>Role Profile: Cleaner</b>	
<b>Job Purpose</b>	Undertake cleaning of designated areas within school premises. This will be following a cleaning rota with daily, weekly and term time components. The post holder will have contact with children.
<b>Decision Making</b>	The job involves following instructions which define the tasks in detail. Minimal personal initiative is required. The job is subject to supervisory or customer checks or close supervision.
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>Follow the cleaning daily, weekly and term time cleaning rota.</li> <li>Ensure the area being cleaned is safe for colleagues and students.</li> <li>Safe use and maintenance of cleaning equipment reporting any defects to machinery and buildings.</li> <li>Undertake other duties as directed and commensurate with the grading of the role</li> </ul>
<b>Demands</b>	<ul style="list-style-type: none"> <li>Some ongoing considerable physical effort is required with periodic requirements for considerable effort to be used when moving chairs, desks and other school furniture in order to undertake cleaning duties.</li> <li>Part of the role will require manual handling and this must be performed according to the Health &amp; Safety policy of the school and as such manual handling training will be required.</li> <li>COSHH awareness &amp; training (online) will be required to perform this role.</li> <li>You will be required to utilise IT systems to maintain communication with school leaders and your team members.</li> <li>Cover basic duties for the head cleaner in his/her absence e.g. holiday, this will include access for site contractors, builders during school holiday periods and take control of the site mobile phone and deal with calls and issues that arise.</li> <li>General awareness required with short periods of concentrated attention when cleaning areas populated with colleagues or students.</li> <li>Ability to lone work is necessary and motivate and manage the task required accordingly, whilst being responsible for your own health and safety.</li> <li>Lock up and unlocking of “lettings” during the school holidays, if cover required.</li> <li>Complete all mandatory training regarding safeguarding, data protection and any other training required by the school.</li> <li>Inspect and check all areas of the school following holiday club lets i.e. Hi Five/contractors</li> </ul>
<b>Working Conditions</b>	<p>There will be considerable exposure to unpleasant working conditions while undertaking cleaning duties. There will also be exposure to chemical cleaning materials (with due regard to COSHH regulations).</p> <p>There may be requirement to dispose of medical/clinical waste usually in special schools.</p>
<b>Experience, Knowledge and Qualification</b>	Full on the job training and induction programme will be provided and no previous knowledge, experience or qualification is required.

<b>Skills and Technical Competencies</b>	<ul style="list-style-type: none"> <li>• Judgement is required for identifying cleaning materials and methods dependant on surfaces and objects being cleaned and also to identify whether to move paperwork or other items in classrooms, offices or staff rooms.</li> <li>• Cover in the absence of the head cleaner due to absence including planned holidays</li> <li>• Interpersonal skills for communicating routine job related information mainly with colleagues but could include other people within the school environment.</li> <li>• Operation of a range of mechanical cleaning aids including vacuum cleaners and floor polishers.</li> <li>• The ability to use IT systems including e-mail and completing online orders &amp; stock provision. This will involve checking e-mail regularly and responding accordingly.</li> <li>• To be prepared at short notice for emergency or relief cleaning as &amp; when requested by school leaders/site manager/head cleaner.</li> <li>• The ability to drive and have access to a vehicle if living outside the PL9 location.</li> </ul>
<b>Corporate Standards</b>	<p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Horizon Multi Academy Trust's constitution and its policies and procedures. Work within the requirements of the Horizon Multi Academy Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation. .</p>