



**Your Academy....Your Future**

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| <b>Post Title</b>              | Cleaner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Main Purpose of the Job</b> | To carry out general cleaning duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Responsible to</b>          | Cleaner in Charge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Responsible for</b>         | Cleaning of designated areas in the Academy and Sports Centre.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>School Type</b>             | The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Grade</b>                   | Band B, SCP 2 (£12.65 per hour)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Hours</b>                   | <p>20 Hours Per Week</p> <p>Monday – Thursday<br/>AM – 6.00am – 8.00am<br/>PM – 3.00pm – 5.00pm</p> <p>Friday<br/>AM – 6.00am – 8.00am<br/>PM – 2.00pm – 4.00pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Disclosure Level</b>        | Enhanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Expectations</b>            | <p><b>There is an expectation that all adults who work at Castle View Enterprise Academy will:</b></p> <ul style="list-style-type: none"> <li>• Create opportunities to support the Academy vision.</li> <li>• Have respect and care for students and all other adults.</li> <li>• Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.</li> <li>• Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</li> <li>• Contribute to the Academy enrichment programme.</li> </ul> |

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| <b>Main Responsibilities</b> | <ul style="list-style-type: none"> <li>• To carry out general cleaning of classrooms, of designated areas as directed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Main Duties</b>           | <ul style="list-style-type: none"> <li>• To report to the relevant line manager any damages/vandalism noted or repairs that are required on a daily basis e.g. broken light fittings.</li> <li>• To report any faults in relation to equipment to the relevant Line Manager on a daily basis.</li> <li>• The safe operation of mechanical cleaning equipment.</li> <li>• The collection and removal of refuse as directed by appropriate Line Manager.</li> <li>• The safe use of cleaning chemicals and their storage. Ensuring that strict control is observed in materials used and dilution ratios, to prevent wastage.</li> <li>• To take part in 'In-Service' training as required.</li> <li>• Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body.</li> <li>• Ensuring that area of work complies with legislation relating to Health &amp; Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health &amp; Safety.</li> <li>• Carry out in-depth cleaning during school holidays and quieter times.</li> <li>• Setting out chairs etc for any specific event as required.</li> <li>• Any other reasonable duties as requested by the Principal/Line Manager.</li> </ul> |

***Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.***

### Person Specification

| CRITERIA                                                                                                                              | ESSENTIAL = E<br>DESIRABLE =D |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Experience</b>                                                                                                                     |                               |
| Experience of undertaking a range of cleaning duties                                                                                  | D                             |
| Basic cleaning experience                                                                                                             | E                             |
| Awareness of COSHH regulations with regard to the use and storage of materials                                                        | D                             |
| Experience in the operation of commercial cleaning equipment                                                                          | D                             |
| Experience of working with young people                                                                                               | D                             |
| Previous experience of working in a school environment                                                                                | D                             |
| <b>Training</b>                                                                                                                       |                               |
| In the operation of commercial cleaning equipment                                                                                     | D                             |
| Willingness to participate in further training and development opportunities to further knowledge                                     | E                             |
| <b>Knowledge &amp; Skills</b>                                                                                                         |                               |
| Knowledge of health & safety regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials | D                             |
| Ability to work effectively and supportively as a member of the school team                                                           | E                             |
| Good communication skills                                                                                                             | E                             |
| Good organisational and time management skills                                                                                        | E                             |
| Ability to complete tasks                                                                                                             | E                             |
| <b>Personal Circumstances</b>                                                                                                         |                               |
| Willingness to clean any area of the school as requested by relevant Line Manager                                                     | E                             |
| Willingness to maintain confidentiality on all academy matters                                                                        | E                             |
| <b>Attributes</b>                                                                                                                     |                               |
| High standards of hygiene and cleanliness                                                                                             | E                             |
| Capable of working unsupervised                                                                                                       | D                             |
| Willingness to take personal responsibility for standard of work carried out                                                          | E                             |
| Ability to work independently                                                                                                         | E                             |