

MATRIX ACADEMY TRUST

Job Description – Cleaner

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| Arrangement | Part time – 15 Hours Term Time Only plus 2 weeks Working Hours: Monday – Friday, 3:00pm – 6:00pm |
| Salary | Scale Group 1 Spine Points 3-4 Actual Salary £5,714.49 to £5,803.36 |
| Main Purpose: | To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it. |
| Main Activities & Responsibilities: | <ul style="list-style-type: none"> • To help maintain the fabric of school building. • To maintain cleanliness in order to prevent any health risk from occurring in schools • To clean a specified area of the school to the required standard as instructed by the Site Team • Wash floors, surfaces, fixtures and fittings and walls up to a specified height • Cleaning inside windows up to a specified height • Sweeping and vacuuming floors • Polishing and dusting surfaces and furniture • Cleaning toilets and shower areas • Use cleaning materials as appropriate, and according to their instructions for use • To empty bins and remove rubbish from the premises • To report any damages to school property or other relevant matters to the Supervisor • To use power cleaning equipment as directed • To undertake relevant non routine cleaning as instructed by the Site Team • To undertake any relevant training as required • To comply with the requirements of the health and safety at work regulations • To take reasonable care for the Health and Safety of themselves and for others • To co-operate with the employer in ensuring that health and safety responsibilities are carried out • Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. • To ensure all tasks are carried out with due regard to Health and Safety • To undertake appropriate professional development including adhering to the principle of performance management. |
| Additional Duties: | <ul style="list-style-type: none"> • To adhere to the ethos of the school • To promote the agreed vision and aims of the school • To set an example of personal integrity and professionalism • Attendance at appropriate staff meetings and parent’s evenings • Any other duties as directed by the Headteacher |

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

PERSON SPECIFICATION

Job Title: Cleaner

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

| CRITERIA | <i>ESSENTIAL</i> | M.O.A. |
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| EXPERIENCE (Relevant work and other experience) | Relevant experience of cleaning | AF/I |
| | Experience with cleaning materials | AF/I |
| SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public) | Ability to complete work to the required standards of cleanliness | AF/I |
| | Ability to work on own initiative | AF/I |
| | Knowledge of standard cleaning equipment | AF/I |
| | Flexible attitude towards day to day tasks | AF/I |
| TRAINING | Willing to undertake job related training | AF |
| EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications | | |
| OTHER | | |
| CONTRAT INDICATION | Completion of a DBS check | |