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| **Academy:** | St Andrew’s Cof E Primary School |
| **Section:** | Associate Staff |
| **Location:** | Union Road, Littleborough. Rochdale, OL12 9QA |
| **Job Title:** | Cleaner |
| **Grade/Range/Salary:** | Grade 2, points 3 to 4, currently **£5,199 to £5,303 actual salary p**er annum. |
| **Responsible to:** | Head Teacher & Caretaker |
| **Responsible for:** | N/A |
| **Hours of Duty:** | 10 hours per week, worked all year round |
| **Special Conditions of Service:** | The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.  This post is employed on an all year round basis but staff are required to take annual leave during the school holidays following pre-approved leave requests.  Enhanced DBS clearance is required. |

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Organisational Chart:**

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| **Headteacher** |
| **Caretaker** |
| **Cleaner** |

**PURPOSE AND OBJECTIVES OF THE JOB**

To undertake the cleaning of designated areas as allocated. To ensure the standards are such that they meet the terms of the cleaning specification of the school.

**CONTROL OF RESOURCES**

**Personnel**

To be responsible for the direction, support and motivation of self.

**Safeguarding**

Fulfill responsibilities and obligations in relation to the safeguarding of children.

**Financial**

N/A

**Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

**Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with School’s Health & Safety policies and procedures and current legislation.

**Equality**

To work in accordance with Watergrove Trust’s Policy relating to the promotion of Equality and Diversity.

**Training and Development**

The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with Schools performance management framework.

**Relationships (Internal and External)**

Internal: 1. School staff

2. Users of the Nursery Unit/School

3. Volunteers

4. Pupils

5. Governors

External: 1. Parents/Carers

1. Staff in other schools and within the LA
2. Suppliers of equipment and services

**Values and Behaviours**

Our mission then is to be ever “**Providing more**” to the communities we serve, to enable life in all its fullness.

Our Trust is enabled by a mutual interdependency within which we will always:

* Coach
* Challenge
* Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

**RESPONSIBILITIES:**

**The postholder must:**

1. Perform his/her duties in accordance with the Trust’s Equality and Diversity Policy.
2. Ensure that the Trust’s commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

**PRINCIPAL DUTIES**

* Cleaning classrooms, toilet areas, corridors, offices and other areas within the site
* Sweeping, mopping or vacuuming the floor areas
* Use of electrical cleaning equipment where appropriate
* Polishing of fixtures and fittings
* Emptying of litter bins
* Cleaning of all sanitary areas, toilets, showers and bathrooms and daily replenishment of toilet disposables such as soap, paper towels and toilet rolls
* Periodic cleaning, including skirting boards, pipes and window ledges
* Responsibility for closure of all windows, doors and switching off of lights within areas the postholder is working within
* To report any faulty equipment/machinery and potential hazards the Caretaker
* To store chemicals/consumables in a safe and secure place and to ensure efficient and effective usage
* To order chemicals/consumables as necessary through the Caretaker

**SECONDARY DUTIES**

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust

2. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.

3. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate

4. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.

5. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.

6. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

7. The postholder's duties must at all times be carried out in compliance with the Trust’s Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

8. To attend and participate in meetings as required.

9. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

10. Support the Academy & the Trust in meeting our legal requirements for worship.

11. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.*

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| **Watergrove Trust**  **Person Specification** |

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| **Academy:** | **St Andrew’s Cof E School** | **Post:** | **Cleaner** |
| **Section:** | **Associate Staff** | **Grade:** | **2** |

**Note to Applicants:**

***Essential Criteria*** **(E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The ‘*How Identified’* column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from both paid or voluntary work. Do not leave gaps in employment.

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| **Criteria** | **Essential (E) or**  **Desirable (D)** | **How Identified:**  **AF Application Form**  **I Interview** |
| **Experience & Ability** |  |  |
| Please tell us about your ability to undertake cleaning duties to the highest standards | **E** | **AF, I** |
| Please tell us about your ability to understand verbal and written instructions | **E** | **AF, I** |
| Please tell us when you have worked on your own initiative without supervision | **E** | **AF, I** |
| Please tell us about when you have worked as a member of a team | **E** | **AF, I** |
| Please tell us about your ability to operate powered cleaning equipment e.g. vacuums, floor cleaners | **E** | **AF, I** |
| Please tell us about your ability to use cleaning products in accordance with safe working practices | **E** | **AF, I** |
| **Values and Behaviours** |  |  |
| Our mission then is to be ever “**Providing more**” to the communities we serve, to enable life in all its fullness.  Our Trust is enabled by a mutual interdependency within which we will always:   * Coach * Challenge * Innovate | **E** | **AF/I** |