

Academy:	St Andrews C of E Primary School
Section:	Associate Staff
Location:	Union Road, Littleborough, Rochdale, OL12 9QA
Job Title:	Cleaner
Grade/Salary:	Scale 2, points 11-12 (8.90-£9.01 per hour)
Responsible to:	St Andrews Headteacher, Caretaker
Responsible for:	N/A
Hours of Duty:	10 hours per week, worked all year round.
Special Conditions of Service:	<p>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.</p> <p>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.</p> <p>Enhanced DBS clearance is required.</p>

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

Organisational Chart:

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

Values and Behaviours (ASPIRE)

ACCOUNTABILITY - Aiming for excellence, taking responsibility and being answerable for actions.

STRENGTH – Having the courage to take risks, be innovative and embrace change.

PASSION – Enjoying an enthusiasm for learning and living.

INTEGRITY – Knowing and doing what is right regardless of influence.

RESPECT – Valuing and caring for the environment, self and others.

ENDURANCE – Maintaining efforts in order to maximise success.

Wardle 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. The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
2. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of the School, as may be determined by the School (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder:

Date:

Wardle Trust Person Specification

Academy:	St Andrews C of E Primary School	Post:	Cleaner
Section:	Associate Staff	Scale:	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 (ASPIRE)		
<p>Approach the job at all times using the values and behaviours of the ASPIRE ethos:</p> <p>ACCOUNTABILITY - Aiming for excellence, taking responsibility and being answerable for actions.</p> <p>STRENGTH – Having the courage to take risks, be innovative and embrace change.</p> <p>PASSION – Enjoying an enthusiasm for learning and living.</p> <p>INTEGRITY – Knowing and doing what is right regardless of influence.</p> <p>RESPECT – Valuing and caring for the environment, self and others.</p> <p>ENDURANCE – Maintaining efforts in order to maximise success.</p> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I