

## CLEANER JOB DESCRIPTION



### Our Vision

Our vision at Cascade MAT is to: Transform the life-chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work; and to be an influential part of the local community.

### The Role

Responsible for maintaining high standards of cleanliness throughout the school.

**Grade:** 1

**Reporting to:** Building Supervisor

### Qualifications/Experience

Reading skills for following instructions

Maths skills for measuring cleaning fluids

### Key Responsibilities

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

### The Role

To provide a comprehensive cleaning service to the allocated school site

### Key Responsibilities

1. To maintain a high standard of cleanliness and hygiene in the area/sites allocated.
2. To be aware of the conditions associated with the cleaning of your allocated areas related to the school/site users and to work to the appropriate Health and Safety rules and processes.
3. To use the appropriate equipment, materials, tools and machinery to ensure the job is done effectively.
4. Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuum cleaning, polishing and dusting of designated areas as required by the School.
5. Specialist cleaning where requested by the School, i.e. carpet shampooing.
6. To report any damage/defects to the appropriate person.
7. Ensure all checklists are signed off as required
8. To liaise with site staff, supervisors and line managers as required.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Cascade Multi Academy Trust's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: MAY 2021

## CLEANER

| <b>Person Specification</b>  |   |
|--|---|
| All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification |   |
| <b>Qualification and experience</b>  |   |
| <b>Candidates should have:</b>   |   |
| 1  | Reading skills for following instructions   |
| 2  | Maths skills for measuring cleaning fluids  |
| <b>Personal qualities</b>  |   |
| <b>Candidates should:</b>  |   |
| 1  | Punctual, reliable and trustworthy  |
| 2  | Able to manage time effectively   |
| 3  | Ability to work both alone and in a team  |
| 4  | Awareness of health and safety procedures   |
| 5  | Punctual, reliable and trustworthy  |
| 6  | Able to manage time effectively   |
| <b>Skills</b>  |   |
| <b>Candidates should be able to:</b>   |   |
| 1  | Recognise and deliver high standard of cleaning   |
| 2  | Effective Communicator  |
| 3  | Ability to use cleaning machinery   |
| 4  | Checking stock levels of cleaning materials   |
| 5  | Reporting all defects/hazards immediately to the caretaker or supervisor  |
| 6  | Health and safety awareness   |
| <b>Professional knowledge and understanding</b>  |   |
| <b>Candidates should:</b>  |   |
| 1  | An awareness of Health & Safety   |
| 2  | Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation |
| <b>Safeguarding</b>  |   |
| <b>Candidates should have:</b>   |   |
| 1  | An understanding of safeguarding and promoting the welfare of children and young people                         |

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).