

# Cleaner

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### Location

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To work Watton Junior School

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### Salary

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Scale A

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### Hours of Work

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10 hours per week  
Term time plus 4 weeks (42 weeks)

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### Core Purpose

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To assist in the effective delivery of the cleaning service across the school premises in support of the professional delivery of the curriculum.

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### Reporting Lines

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Report to the Headteacher

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### Key Responsibilities

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- To have responsibility for cleaning a specified area of the school and to clean to the standards set down in the cleaning schedule to include replenishing sanitary material as necessary.
- To exercise a degree of flexibility within the programme of work to take into account after school meetings, sports or other events.
- To report any defects, damage, lost property or shortage of cleaning materials to the Headteacher in a prompt manner.
- To assist in maintain the security and efficiency of the buildings by securing windows and switching off lights as necessary.
- To attend any training required by the school and to work within the limits and requirements of that training.
- Undertake any additional cleaning duties as directed by the Headteacher.

- To set a personal example with regards to Health and Safety in accordance with Clarion Corvus Trust Policies.
- Set a personal example in terms of quality, behaviour, punctuality and attendance.
- Report defects to buildings and furniture to the Headteacher in a timely fashion.
- Ensure the effective and economical use of equipment and materials.
- Actively support the equality, diversity and inclusion policies of Clarion Corvus Trust.

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### Other Opportunities

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- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

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### Variations

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- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSEs A*-C including English and Maths or equivalent.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of undertaking a range of cleaning duties</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Some knowledge of Health &amp; Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Child Protection and procedures</li> </ul>
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work effectively and supportively as a member of the school team.</li> <li>Ability to work in an organised and methodical manner.</li> <li>Ability to act on own initiative, dealing with any unexpected problems that arise.</li> <li>Ability to demonstrate commitment to Equal Opportunities.</li> <li>Willingness to clean any area of the school as requested by the caretaker and/or headteacher.</li> <li>Willingness to take personal responsibility for standard of work carried out.</li> <li>Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.</li> <li>Willingness to maintain confidentiality on all school matters.</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>An understanding of data protection.</li> <li>Ability to work flexibly and outside of normal working hours if required.</li> <li>Full UK driving licence.</li> </ul>	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.