



Academies Trust
Co-op Academy Princeville - Bradford

Job Description Cleaner – Band 3 SCP 2

PRIME OBJECTIVES OF THE POST:

To provide an efficient and effective cleaning function within the Academy.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

See personal attributes required list

RANGE OF DUTIES:

- Will treat all users of the school with courtesy and consideration, maintaining effective relationships.
- Will contribute to the performance of the team, ensuring that a customer focused service is provided.
- Will operate everyday equipment with care and in accordance with established procedures, reporting faulty equipment, perceived hazards & other maintenance requirements to the appropriate person.
- Will undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises.
- Will clean all surfaces, fixtures and fittings, floors, walls, partitions and internal woodwork, toilets, changing rooms and other sanitary areas as appropriate.
- Will collect and dispose of waste in appropriate manner.

INTEGRITY:

We expect our students, staff, parents and governors to act with integrity at all times. Day to day, this means courteous and positive communications with each other, always being honest with themselves and others, and representing themselves and the Trust at all times in a truly positive way. This forms part of our ethos.

CHILD PROTECTION AND SAFEGUARDING:

- Ensure that the child protection policies and procedures adopted by the Governing Body and Co-op Academies Trust are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their Child Protection related responsibilities effectively.

OUR POLICIES

- The postholder will fully support and champion, Child Protection, Equality and Diversity, Safeguarding and the Prevent agenda at all times, as appropriate.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

The post holder should be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act and must be legally entitled to work in the UK.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g application form (A), interview (I)
<p>Qualifications:</p> <ul style="list-style-type: none"> • Will possess basic literacy and numeracy skills (grammar, spelling and basic mathematical knowledge) • Cleaning and Support Services N/SVQ Level 1 OR equivalent experience or qualification 	Desirable	A/I A/I
<p>Experience:</p> <ul style="list-style-type: none"> • A minimum of one year's experience of professional cleaning 	Desirable	A/I
<p>Skills, Ability, Knowledge:</p> <ul style="list-style-type: none"> • Will be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person • Will be prepared to use relevant equipment • Will possess the ability to relate well to children and adults • Will be prepared to gain knowledge of health, hygiene and safety procedures and regulations e.g COSHH • Will possess the ability to work alone or as part of a team 		
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Understands and is committed to the co-operative values • Highly motivated and reliable • Tactful and diplomatic 		