

Job Description

Role	Grade	Location	Reports to
Cleaner	Grade 1 point 7	Pioneer House High School	Headteacher

Main purpose of the job

To be a part of a team providing a flexible, seamless, customer focused cleaning service within school.

The post holder reports to the Head Teacher and Assistant Head. Apart from team members, the main contacts of the job are: Other School staff, pupils and members of the public.

Main accountabilities

1. Ensure all duties are undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations, established safe systems of work and Trust policies, practices and procedures.
2. Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of school buildings.
3. Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.
4. Assist in the care of equipment, materials and storage areas used in cleaning the building.
5. Provide an efficient and effective removal, storage and waste disposal service.
6. Identify and report building and equipment faults promptly.
7. Prepare rooms for use, including functions and events and clear rooms after use.
8. Participate in training as required.

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Promote and act in accordance with the Code of Conduct and key policies including the Trust's Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Demonstrate a commitment to continuous professional development
- Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training

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Person Specification	Essential / Desirable	Assessment stage
Qualifications		
COSHH qualification/certificate	Desirable	Application
Knowledge and Experience		
Ability to work as part of a team or individually.	Essential	Interview
Ability to develop good working relationships with all contacts.	Essential	Application and interview
Ability to understand simple instructions.	Essential	Application
Ability to carry out cleaning functions and associated duties to specified standards.	Essential	Application and interview
Ability to use building cleaning materials and equipment in a range of situations (training will be provided where necessary).	Desirable	Interview
Behaviours and Values		
Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).	Essential	Interview
Commitment to continuous service improvement.	Desirable	Application and interview
Personal commitment to self-development.	Desirable	Application and interview
Willingness to work flexibly and to undertake any other duties which contribute to the delivery of Trust services.	Essential	Interview
Willingness to carry out duties with regard to the Trust Equal Opportunities Policy.	Essential	Interview