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| **Job Title:** | Cleaner |
| **Location:** | Bedford Academy - Cleaners may be asked to work at other Trust locations on a temporary basis. |
| **Reports to:** | Cleaning Team Lead |
| **Direct reports:** | None |
| **Full/part time:** | Part-time, 52 weeks, 12.5 hrs/wk |

HEART Academies Trust is a family of academies, at the heart of the community, improving life chances for all through challenge and support. We strive to transform educational outcomes of students from a young age by providing exciting, new and different opportunities for learning and applied learning. Our overwhelming belief is that every child can be successful, both personally and academically, with early and effective help from staff that know and value them as an individual. HEART Academies Trust aims to bring about a substantial increase in the educational attainment, expectations and aspirations of all in the whole community.

Bedford Academy is part of HEART Academies Trust and the role of Cleaner will be based at Bedford Academy. From time to time Cleaners may be requested to work at other Trust sites on a temporary basis, for example during school holiday closure periods when deep cleaners are undertaken.

**Job Purpose**

As part of a team, ensure that the Academy site meets the required standards for hygiene and cleanliness at all times.

**Specific Responsibilities**

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

**Cleaning**

* Ensure that the Academy buildings and site are clean and accessible and meet the agreed hygiene and cleaning standards.
* Carry out allocated tasks in accordance with the cleaning schedules.
* Ensure that all cleaning equipment is in a working condition and report any deficiencies to a Maintenance Assistant or Cleaning Team Lead.
* Ensure that cleaning cupboards are maintained in a tidy and organised state.
* Ensure that the correct colour coded cleaning equipment is used for allocated tasks.
* Report the need for replenishment of cleaning materials as and when required.
* Perform regular stock takes on all cleaning materials and cleaning equipment as requested.
* Take responsibility for security of cleaning cupboards in your allocated area.
* Dealing with potentially hazardous or infectious materials in accordance with agreed safe working practices. Remove waste to designated areas.
* Clean toilets and washrooms to the required standard.
* Replenish disposable items as necessary including toilet rolls, hand towels, soap etc.
* Perform deep clean of areas during Academy closure periods in accordance with the cleaning schedule.
* Comply with environmentally-friendly practices and policies within the Academy, including energy conservation and recycling.
* Notify a Maintenance Assistant of breakages, damage and other safety hazards
* Maintain vigilance in respect of the security of the Academy and notify a Maintenance Assistant of any intruders in the Academy, including students on site outside of school opening times. Check to ensure that doors and windows are secured when the Academy is closed.

**Health and Safety**

* Comply with relevant health and safety regulations and codes of practice, with due regard for the health, safety and welfare of all premises users and visitors, including contractors.
* Maintain relevant health and safety records for cleaning products (COSHH) in line with legislative and/or Academy requirements.
* Ensure all aspects of your work are carried out in line with health and safety requirements. Undertake training courses as required.
* Ensure appropriate health and safety signs are displayed where required, hazards are removed and fire exits are accessible.
* Report any breaches of security to the Facilities Manager and report any resultant damage.

**Common Roles of All Trust Members:**

**Leadership: Vision and Values**

* Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
* To ensure equal opportunities for all.
* To be committed to safeguarding and to promoting the welfare of all young people.
* To assist in the development of a culture and environment in which young people thrive and to drive innovation.
* To drive up educational standards, promote life-long learning and continually improve outcomes for all.
* Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

**Leading and Managing Others and Self**

* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Actively engage in the performance review process.
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
* Adhere to Trust policies and procedures.

**PERSON SPECIFICATION**

Our aim is to create an outstanding Trust and our staff will be expected to exemplify excellence in all that they do. Our Cleaner will be a person/people with high expectations, enthusiasm and the ability to positively impact on the learning, skills and experiences of our students. We value the ability to demonstrate emotional intelligence, be flexible and to adapt to different situations with a calm and positive attitude.

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Understanding of the role and its importance in an educational setting. | * Working knowledge of COSHH |
| **Skills and Attributes** | * Must be able to provide the documents needed for an Enhanced DBS. | * Team player but can work unsupervised. |