

6.0 Post Title	Cleaner		
Post Ref No.			
Responsible To	Site Operations Manager		
Grade	Grade 2		
FTE Salary	£22,366	Actual Salary	£10,433.59 p/a
Contracted Hrs.	18 Hours per week	Term Time	38 +6 weeks
Place of Work	The Whitehaven Academy		

Purpose	<ul style="list-style-type: none"> Under the direction and instruction of the Site Operations Manager, provide a clean and hygienic school environment which meets specified cleaning standards.
Operational	<ul style="list-style-type: none"> Clean all surfaces, fixtures and fittings. Clean floors, walls, partitions and internal woodwork as appropriate. Clean toilets, changing rooms and other sanitary areas. Clean equipment after use. Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises. Collect and bag up waste. Clean and maintain waste bins.
Resources	<ul style="list-style-type: none"> Ensure the maintenance of a clean and orderly working environment. Timely & accurate preparation of routine equipment/resources/materials as set out instructions. Undertake basic record keeping if required. Refill and replace consumables. Report faulty equipment & other maintenance requirements to appropriate person. Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches. Ensure lights and other equipment are switched off as appropriate. Monitor and record.

Organisation	<ul style="list-style-type: none"> • Maintain and arrange orderly and secure storage of supplies. • Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person. • Operate everyday equipment in accordance with instructions. • Maintain specialist equipment, check for quality, safety, and report damage to the appropriate person. • Ensure compliance by self and others with all health and safety policies and procedures. • Ensure safe use by self and others of equipment and materials. • Create and maintain a purposeful, orderly and productive working environment. • Promote and ensure the health and safety of pupils, staff and visitors.
General Responsibilities	<ul style="list-style-type: none"> • 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. • Contribute to the overall ethos, work and aims of the school. • Appreciate and support the role of other professionals. • Attend relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Treat all users of the school with courtesy and consideration. • Present a positive personal image, contributing to a welcoming school environment, which supports equal opportunities for all. • Comply with health and safety policies and procedures at all times • Promote and ensure the health and safety of school users at all times

	Essential
Qualifications/Training (Competencies)	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification or experience in relevant discipline. • Willingness to undertake induction training. • Good standard in literacy and numeracy. • Cleaning and support services N/SVQ Level 2 OR equivalent qualification.
Knowledge	<ul style="list-style-type: none"> • Appropriate knowledge of first aid. • Knowledge of health and safety procedures and precautions.
Relevant Experience	<ul style="list-style-type: none"> • Use of relevant equipment/resources including IT.
Skills	<ul style="list-style-type: none"> • Awareness of COSHH regulations. • Awareness of health and hygiene procedures. • Willingness to participate in development and training opportunities. • Ability to work on own or as part of a team. • Ability to identify own training and development needs and co-operate with means to address these. • Ability to relate well to children and adults.
Flexibility	<ul style="list-style-type: none"> • You may be required to work at other establishments across the Trust.

ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • Requirement for some out of school activity, an additional 6 weeks of out of term working to undertaken regular “deep cleaning” activities. • It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. • All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

Our Academies:



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