



ORMISTON SIX VILLAGES ACADEMY



Cleaner

Job Description

Location	Ormiston Six Villages Academy	Area	Premises
Pay	OAT Grade 1, Point 2 22.5 hours/week Actual salary £12,373.62	Hours	Monday-Friday: • 3.00pm to 7.30pm (22.5 hours per week) Term time only + INSETS
Reporting to	Cleaning Supervisor	Line manages	N/A

Key Responsibilities/tasks:

- Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment.
- Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.
- Restocking facilities e.g. soap, paper towels. Report when stocks are low.
- Store all equipment and chemicals used in the appropriate manner.
- May undertake specialised cleaning programmes during the school closures or other designated periods.
- Work to ensure and maintain safety and security of the building and those within it.
- Escalate any safety issues to the line manager.
- Work to expected standards and complete work within required timescales.
- Report any faults with materials and/or equipment as necessary
- May complete checklists to say work has been completed.

Academy Culture

- To be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to the Principal
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the Academy
- To help develop an academy culture and ethos that is utterly committed to achievement
- To demonstrate a commitment to equality of opportunity for all members of the Academy's community
- To actively promote the academy at all times

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

The academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.



Person Specification

Criteria	Essential/ desirable	Assessed through
Qualifications		
GCSEs in English Language and Mathematics	D	Application form / certificates
Qualified to work in the UK	E	Application form / certificates
Knowledge		
Knowledge/skills equivalent to current national qualifications (Lv. 1)	E	Application / interview
Demonstrate awareness of legislation relating to the welfare and protection of children	E	Interview
Experience		
Experience of working in schools	D	Application / interview
Experience of cleaning	D	Application / interview
Experience of working on own initiative	E	Application / interview
Behaviours		
Excellent communication and organisational skills	E	Application / interview
Ability to maintain a professional manner at all times	E	Interview
Ability to demonstrate resilience, motivation and resourcefulness	E	Application / interview
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	E	Application / interview
Act as a role model to staff and students	E	Interview
A team player who can work effectively as part of a team and alone	E	Application / interview