



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Cleaner

We know from experience that things change throughout the lifetime of a role and so this Job Description is not a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we would love it if they resonated with you too.

About the role...

Main purpose of the role:

As a Cleaner, you will be responsible for ensuring the cleanliness of the premises. Listed below are some of the duties you will be responsible for:

- Cleaning floors using manual or mechanical cleaning equipment (e.g., mops, vacuum cleaners, floor cleaners)
- Dusting and tidying assigned areas
- Maintaining standards of hygiene and cleanliness
- Ensuring chemical cleaning products are handled and stored safely
- Keeping work tools tidy and in order
- Following all health and safety regulations, ensuring all cleaning products are accounted for and stored safely away at the end of each shift

Key accountabilities:

- Team focused with the ability to work independently and take initiative
- A role model of the Trust's values.
- Committed to the values and vision of the Trust

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- Good standard of education, must be able to read and understand cleaning schedules, COSHH information and complete timesheets

Desirable

- Relevant training courses (training will be provided where required)

Experience, Knowledge, and Skills

Essential

- Excellent communication skills
- Good understanding of the general principles of Health and Safety and COSHH in the workplace
- Ability to work using own initiative
- Ability to prioritise all tasks, to ensure all duties are correctly carried out with minimal supervision, but awareness of when to ask for guidance or assistance
- Ability to operate cleaning plant and equipment safely, efficiently, and effectively, and that all defects are reported in a timely manner
- Ability to share knowledge and good practice with other members of the Cleaning Team.
- Ability to conform with safe working practices, methods, and procedures
- Ability to co-operate with the academy, Trust and other enforcing bodies in all matters relating to health and safety and environmental legislation, policies, and procedure

Desirable

- Experience of working in a commercial cleaning environment
- Ability to develop and maintain effective working relationships, setting and maintaining high standards of personal presentation, communication, and support, promoting teamwork and fairness
- Commitment to own learning
- Good standard of personal appearance

Values and Personal Competencies

Essential

- Interpersonal skills
- Energy and enthusiasm
- Self-motivation
- Organisational skills
- Flexible approach to working additional hours to cover staff absence
- Good health and attendance record
- Sense of humour