**Djanogly Learning Trust**

**Job Description**

**Djanogly Learning Trust Vision**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

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| **Job title** | Cleaner |
| **Hours and weeks** | To be confirmed based on the needs of the site |

**Djanogly Values**

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

* Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
* Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
* Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

**Djanogly Behaviours**

Employees will demonstrate their professionalism and promote a positive culture by:

* Behaving in a professional manner at all times
* Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
* Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
* Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
* Starting and ending the day with the same emotional constancy with every interaction.

**Job Purpose:**

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| The post holder is required to work as part of Estates and Facilities teams to provide an efficient cleaning operation, ensuring high standards of cleaning quality and safety are maintained. When required, cleaners will support wider operational and estates requirements of the Trust under estates team direction. |

**Job Responsibilities:**

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| 1. To carry out work efficiently and effectively, to agreed standards within specific areas as directed by the Cleaning Supervisor, Site Supervisor or other management. 2. To work agreed shift patterns, and subject to reasonable notice, to work alternative shift patterns and at different sites to meet the needs of the Trust. 3. To have an awareness of health and safety issues and reporting any such hazards to the Cleaning Supervisor or appropriate manager. 4. To carry out any periodic work as directed by the Cleaning Supervisor or other management. 5. To use all materials and equipment in accordance with the Cleaning Specification and safety guidelines, and to report faulty equipment immediately to the Cleaning Supervisor or other management. 6. To work to the standards and methods as specified in the cleaning specification of materials and in accordance with industry standards, and legislative requirements including Health & Safety at Work Act, COSHH Regulations etc. 7. At all times to adhere to the Academy’s Health & Safety Policy when carrying out duties. 8. To undertake training as and when required. 9. The undertaking of any other reasonable duties commensurate with the grading, overall function and level of responsibility of the post. These to include wider estates work under direction/supervision from other estates staff. These may include (but not be limited to) supporting refurbishments, removals and clearance exercises, classroom or teaching space set up, grounds work, lettings support, flushing duties. |

**Djanogly Learning Trust General Requirements:**

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| **Policies and procedures**  You will comply with all policies and procedures at all times which include:   * ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies. * ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties. * ensuring you comply with the Trust’s Staff Behaviour policy, including outside of work where applicable.   **Professional Development**   * You are required to undertake professional development as part of your job description. This includes contributing to regular ‘check ins’ and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.   This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team. |

**Djanogly Learning Trust**

**Person Specification**

In order to be considered for interview all essential criteria must be met.

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| **JOB TITLE** | Cleaner |

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| **Requirements** | **Essential** | **Desirable** | **Short listing criteria** |
| **Knowledge & Experience** | | | |
| Experience in cleaning duties in a similar environment |  |  | X |
| Good standard of English, maths and IT |  | X |  |
| Awareness of Health and Safety at Work Act when carrying out duties. | X |  |  |
| Experience of working around children and young people |  | X |  |
| Ability to demonstrate a high standard of work when carrying out duties. | X |  |  |
| Ability to work efficiently and to industry standards, under supervision and on own initiative. | X |  |  |
| Ability to demonstrate a problem solving approach. | X |  |  |
| **Communication** | | | |
| Ability to communicate effectively. | X |  |  |
| Ability to demonstrate a customer service approach when carrying out duties. | X |  |  |
| **Team Work** | | | |
| Ability to work effectively as a team member. | X |  |  |
| Ability to be flexible in approach to duties in order to meet the needs of the cleaning operation. | X |  |  |
| Ability to take direction and carry out tasks as required. | X |  |  |
| Willingness to undergo training in order to enhance individual and team performance. | X |  |  |
| **Personal Qualities** | | | |
| Belief in the values and behaviours of DLT | X |  |  |
| Evidence of continuing professional development | X |  |  |
| Commitment to equal opportunities and diversity in the performance of duties | X |  |  |