



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: Cleaner

Line Manager: Site Manager

Performance Management Reviewer:

Key responsibilities:

- To undertake cleaning within the academy according to procedures codes using a variety of methods including machinery and adhering to safety regulations.

Duties:

- To carry out cleaning in all and any areas of the academy.
- Frequency of cleaning to be undertaken as directed by procedure codes.
- Assisting with the locking and unlocking of school buildings and rooms.
- To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners.
- To assist as necessary with the cleaning up after break-in or vandalism at the academy.
- To undertake training in the correct use of cleaning equipment such as floor machines, vacs, wets pick-ups and in health and safety and the use of cleaning chemicals.
- To notify the Site Manager / Caretaker or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Such other duties relating to the cleanliness of the academies premises as may be necessary from time to time within the reasonable requirements of the Co-principals and Governing Body.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Passmores is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whole School

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Well-Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title

**Vic Goddard
CEO
May 2024**