PLUME
Maldon's Community Academy

Job Description

Job title: Cleaner

Main purpose of job:

Working as part of the Cleaning Team to support with cleaning duties as directed

Department: Cleaning

Location: Plume Academy

Position reports to: Cleaning Supervisor

Position is responsible for: N/A

Length of contract: Permanent Basis 15 hours/week, Term Time only 38 weeks.

Salary: Band 1 Point 7 (Fixed Point)

Key Responsibilities and Accountabilities

Main Duties:

Outline of Duties:

- to work as part of a team and to provide a high level of cleaning. To undertake the cleaning of areas, as specified by the Cleaning Supervisor or Cleaning, Catering and Hospitality Manager.
- the postholder will be expected to observe safe working practices in carrying out their required duties and report any potential hazards.
- 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.
- 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.

General Duties:

- empty bins
- clean floors by appropriate method i.e. vacuum/dust control mops/brushing
- mopping floors with wet or damp mops
- dusting/damp wiping/washing and polish application to desks and surfaces
- cleaning of internal glass on doors and windows
- undertake the cleaning of toilets/urinals
- undertake the cleaning of basins/showers
- clean and sanitise all touch points E.g. door handles

Periodically or as directed by Supervisor:

- Strip, dry and reapply emulsion polish where applicable
- Machine scrubbing and drying
- Suction cleaning of carpeted area
- Buff/polish floors with the appropriate machinery

General

- 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 and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

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PERSON SPECIFICATION - CLEANER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of cleaning in a commercial/workplace setting Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Training will be provided if necessary
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Ability to use ICT/computer systems to access email
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes. Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the academy's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the academy
	Child Development	Basic understanding of the way in which children develop
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the academy
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team- work	Ability to make a distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn the role Ability to effectively evaluate own performance