**Job Description: Cleaner**

**Hours:** Part Time, 11.25 hours per week Mon-Fri, 4.45pm-7.00pm

**Contract:** Permanent

**Salary:** Ark Support Band 1

**The Role**

To ensure the academy is kept clean and hygienic to provide a safe and pleasant environment for staff and students.

**Key Responsibilities**

* To work as part of the cleaning team in a specific area of the academy, ensuring that it is kept clean and hygienic to the required standard
* To correctly use the cleaning equipment and materials provided, ensuring that all cleaning is undertaken to the required standard and in compliance with health and safety policies and procedures
* To provide cover for other cleaning staff as directed by the Site Manager and Asst Site Manager
* To work as part of the cleaning team for a programme of deep cleans for all areas of the academy during academic holiday periods as directed by the Site Manager
* Provide cover for other cleaning staff as directed by the Site Manager

**Other**

Actively promote the safety and welfare of our children and young people

* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Understanding the importance of confidentiality and discretion
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
* To carry out any other reasonable duty instructed by the cleaning supervisor.

Signed …………………………………………………. Print Name: ………………………………

Date ……………………………………………………

**Person Specification: Cleaner**

**Qualification Criteria**

* Right to work in the UK.

**Experience**

* Experience of commercial cleaning preferable.

**Personal Characteristics**

* Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
* Excellent oral communication skills
* Flexible attitude to work and willingness to support colleagues.

**Specific skills**

* Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners across a 2-storey building.
* Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.
* Ability to fulfil their cleaning rota within the required time period to the quality standard
* Ability to carry out the work under minimal supervision.

**Other**

* The post holder must be committed to the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure and Barring Service check.