



Job Description: Cleaner

Reporting to:	Cleaning Supervisor
Location:	Ark Alexandra Academy
Contract:	Permanent
Working Pattern:	Part-time – 15 hours per week, 39 weeks per year plus 5 weeks to be worked in school holidays
Salary:	Ark Support Scale 1: Pay Point 2 Outside London, £22,433 per annum (pro rata)

The Role

As part of the cleaning team, you will play an integral role in the team responsible for ensuring the academy is safe, inviting and positive. You will ensure the school is kept clean and hygienic to provide a safe and pleasant learning environment for staff and students.

Key Responsibilities

- Work as part of the cleaning team as directed around the Academy, ensuring that it is kept clean, hygienic and safe to the required standard
- Correctly use the cleaning equipment and materials provided, in compliance with Health and Safety policies and procedures
- Deliver a programme of deep cleans and evening cleaning sessions for all areas of the Academy during the holiday and throughout the year, as directed by the Cleaning Supervisor
- Provide cover for other cleaning staff as directed by the Cleaning Supervisor on either campus

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
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification: Cleaner

Knowledge, Skills and Experience

- Experience of cleaning to a high standard, preferably in a school environment
- Able to take ownership of tasks and work with minimal supervision
- Ability to follow relevant policies and procedures effectively
- The post holder must be able to meet the physical demands of the role

Behaviours

- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- An excellent team player, helpful, friendly and willing to undertake extra tasks as and when required to support colleagues
- Strong commitment to providing a high-quality service
- Good communication skills, with the ability to communicate tactfully and effectively
- To take responsibility in keeping up to date with the Academy's policies and procedures
- Genuine passion for and a belief in the potential of every pupil

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training in person and online
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).