

Job Description: Cleaner

Hours: Part Time, 11.25 hours per week Mon-Fri, 4.45pm-7.00pm
Contract: 52 weeks
Salary: Ark Support Band 1 Point 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 Arks 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.