



## Job Description: Cleaner

<b>Reporting to:</b>	<b>Premises Manager</b>
<b>Location:</b>	<b>Hastings, East Sussex</b>
<b>Contract:</b>	<b>Fixed for 1 Year</b>
<b>Working Pattern:</b>	<b>Part-time – 15 hours per week, term time only plus 25 extra days for deep clean</b>
<b>Salary:</b>	<b>Ark Support Scale 1: Pay Points 1 – 2 Outside London, (£17,364 - £17,711) per annum pro rata</b>

### 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 Premises Manager
- Provide cover for other cleaning staff as directed by the Premises Manager on either campus

### 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
- 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 multi task 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
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*