**Job Description: Cleaner**

**Reporting to:** AssistantSite Manager

**Start date:** April 2022

**Hours:** 2 hours per day (10 hours per week), term time only.

Some additional hours during the holidays

**Salary:** Ark Scale 1, point 1 (£9.77 per hour)

**The Role**

To ensure the academy is kept clean and hygienic to provide a safe and pleasant

environment for staff, scholars and visitors.

**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 maintain orderly and secure storage of supplies, and refill and replace consumables
* To report faulty equipment and other maintenance requirements to appropriate person
* To support the security of school premises by securing entrances/exits as appropriate

and reporting potential security breaches.

* To undertake basic record keeping and monitoring as directed
* To adhere to all relevant policies and procedures such as health and safety, child

protection and data protection.

**Other**

* To carry out any other reasonable duties as instructed by the Assistant Site Manager,

Business Manager or Principal.

**Person Specification: Cleaner**

**Qualification Criteria**

* Right to work in the UK

**Experience**

* Experience of working as part of a team of cleaning staff
* Evidence of delivering a cleaning service to a very high standard, preferably in a school environment.

**Personal characteristics**

* Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
* Strong commitment to providing a high quality service
* Excellent oral communication skills, with the ability to communicate tactfully and

effectively with people at varying levels

* Flexible attitude to work and willingness to support colleagues.

**Other**

* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced DBS check
* Working time will be subject to an ongoing review and adjustment in consultation with the post holder

*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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*