



Job Description

Cleaner Level 1, Grade 1

The post holder reports to the School Business Manager. Apart from team members, the main contacts of the job are: Other School staff, pupils and members of the public.

Main Duties and responsibilities

To provide a flexible, seamless, customer focused cleaning service within schools.

KEY DUTIES

Ensure all duties are undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations, COVID 19 guidelines, established safe systems of work and School and Trust policies, practices and procedures.

Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of school buildings.

Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.

Assist in the care of equipment, materials and storage areas used in cleaning the building.

Provide an efficient and effective removal, storage and waste disposal service.

Identify and report building and equipment faults promptly.

Prepare rooms for use, including functions and events and clear rooms after use.

Participate in training as required.

To attend training and administer basic first aid as and when required.

To maintain confidentiality relating to the staff and students of the school at all times.

To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances.

To undertake all duties with full regard to the Health and Safety at Work Act

To contribute to the overall ethos, work and aims of the school and Trust.

To participate in training and other learning activities and performance development as required.

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.

To be aware of and support difference and to ensure equal opportunities for all.

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

All duties and responsibilities must be carried out with due regard to the Corpus Christi Catholic Academy Trust's existing policies, such as child protection, health and safety, equality and data protection

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered



Person Specification

Cleaner Level 1, Grade 1

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
An understanding of current Coronavirus/COVID 19 guidelines and the importance of maintaining a clean environment for all students and staff	E	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
Ability to work as part of a team or individually	E	A/I/R
Ability to develop good working relationships with all contacts	E	
Ability to understand simple instructions	E	A/I/R
Ability to carry out cleaning functions and associated duties to specified standards	E	A/I/R
Ability to use building cleaning materials and equipment in a range of situations (training will be provided where necessary)	E	A/I/R
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times	E	A/I/R
Be committed to continuous service improvement.	E	A/I/R
To have a personal commitment to self-development.	E	
To communicate effectively with all stakeholders in a friendly and professional manner	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times	E	A/I/R
To be flexible according to the needs of the school	E	A/I/R
To be motivated and able to follow instructions		
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances	E	A/I/R
To contribute to the Catholic ethos of the school	E	A/I/R
To be committed to equal opportunities	E	
To uphold all aspects of safeguarding	E	A/I/R
To be willing to consent to apply for an enhanced disclosure and barring service check	E	A/I/R

***Application/Interview/References/Selection Process**

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**