

Job Description

POST:	Cleaner
RESPONSIBLE TO:	Principal, under the day to day management and leadership of the Site Manager
RESPONSIBLE FOR:	N/A
GRADE:	GR1, SPC01 - £5,176.55 per annum (Equivalent to £9.30 per hour)
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
LOCATION:	Oasis Academy Blakenhale Infants and Junior
WORKING PATTERN:	12.5 hours per week, 2.5 hours per day, 5 days per week 3.15 pm – 5.45 pm
	Deep clean twice a year, equivalent to 3 weeks hours (i.e. 45 hours per week) – February half term and one week of the summer holidays. This is paid as overtime in month following completion of deep clean.
	Additional hours as required to cover absences
JOB PURPOSE:	To work under the instruction/guidance of Site Manager, to ensure that designated areas of the school premises are kept in a clean and hygienic condition. This will be directed and will cover daily, weekly and termly achieved components
DISCLOSURE LEVEL:	Enhanced
START DATE:	Immediate
RESPONSIBILITIES:	

- Carrying out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.
- Reporting hazards, such as fire hazards, blockages, etc.
- Being responsible for personal Health & Safety, as well as that of colleagues, service users and the public.

- Co-operating with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- To undertake such other duties as may be reasonably requested by the Principal, Facilities Manager or Site Manager.

The cleaning areas will vary between term-time and school closure periods-

Easter Break and Summer Holidays

- All furniture to be removed from classrooms.
- Floors should be scrubbed and polished or vacuumed and washed as required
- All walls to be washed
- High Dusting
- Dusting of window sills
- All tables and chairs to be washed
- All tables to be polished after being washed
- Hall floors and corridor floors to be scrubbed and polished or vacuumed
- Toilet floors to be scrubbed and washed
- Pans and sinks in toilets to be really well cleaned and walls washed
- Once classroom floors are polished / vacuumed, all the furniture must be put back.
- Will be required to rotate between the infants and junior academies

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

CLEANER PERSON SPECIFICATION

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Cleaning Experience	Basic knowledge/experience of using products and equipment used in cleaning.	Previous working experience of industrial cleaning.
	Practical ability in polishing, dusting, cleaning, washing and sweeping.	
Communication	Proven ability to be able to converse positively with Caretaking/Site management and teaching staff.	Previous experience of working in a team.
Flexibility	Able to adopt a flexible approach to the post.	Skills/knowledge in other areas of work.
Equal Opportunities	Broad knowledge of Equal Opportunities.	Knowledge of the Council's Equal Opportunities Policy.
Health and Safety	Knowledge of Health and Safety in relation to cleaning and hygiene.	Attendance on Health and Safety courses and previous experience.
Other	Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners. Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.	
Personal	Energy and enthusiasm Team player Good time management and reliability	