



# Job Description

**POST: Cleaner**

**RESPONSIBLE TO: Cleaning Supervisor / Principal**

**SALARY: Support Staff Outer Scale 1c (02-04) / £21252 - £21795 (£5673 - £5818 pro ratd)**

**LOCATION: Oasis Academy Pinewood**

**WORKING PATTERN: 5 days a week (5am to 7am)**

**DISCLOSURE LEVEL: Full DBS**

## **JOB PURPOSE:**

### Job Purpose and Context

A cleaner will normally be one of a team of cleaners, working under the day-to-day supervision of a cleaning supervisor or the Principal. Specific duties and designated areas of the premises are usually allocated depending upon the needs of the school and the cleaner is responsible for making sure those areas are clean, sanitary and safe for use.

The nature and intensity of the work required varies with the season and with whether the school is in session or not. During closures a school may carry out a programme of special cleaning and a cleaner may be expected to contribute to these programmes.

A cleaner may be expected to:

- Use cleaning products, chemicals and materials that require safe handling procedures
- Use a variety of machines used in school cleaning
- Clean up body fluids using agreed safe handling procedures
- Respond to the results of emergencies and accidents – for example, flooding
- Lift, carry and move school furniture and equipment

## **SPECIFIC RESPONSIBILITIES:**

1. To remove loose dust and debris from floors, surfaces, plant and equipment by hand and/or using machines provided
2. To clean floors, potentially of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals
3. To clean furniture, fittings, soft furnishings and equipment
4. To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas
5. To clean and remove body fluids using safe handling procedures
6. To refill and replace relevant consumables, for example, toilet tissue, hand towels, and so forth.



7. To clean vertical surfaces, including walls, doors, and partitions, which may include cleaning glass.
8. To remove rubbish and waste. This may include:
  - Removal of waste that requires safe handling procedures
  - Waste separation to comply with re-use and re-cycling processes
  - Removing waste classified as unsanitary, hazardous and/or dangerous.
9. To use the relevant procedures of the school to record work carried out
10. To note breakages, repairs, or maintenance required and inform the relevant supervisor
11. To operate a variety of machines used for cleaning, reporting faults to supervisors where relevant.
12. To be responsible for safety, security and appropriate energy conservation within the areas of the school designated for cleaning.
13. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment, reporting concerns to the supervisor where necessary
14. To work, support and cooperate with others to make sure the responsibilities of the post are carried out.
15. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
16. To complete school based induction and any subsequent training required to improve performance.
17. To take part in the school performance management system, which may involve attending meetings.

## **Notes**

The school expects all staff to be flexible. This means that a Cleaner can be expected to carry out duties that are not specified in this job description but that are within the scope of the responsibilities of the post.

This job description will be reviewed after one year and any review will include discussion with the postholder.



**Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced CRB check.

**OTHER:**

**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.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	
<b>Version</b>			



# Cleaner Person Specification

## Our Purpose

Oasis Academies exists 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 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 Education Charter document which accompanies this job description.

Skills and Abilities	Essential	Desirable
	<p>Ability to organise one's own work, to prioritise tasks and keep to deadlines</p> <p>Ability to work independently and support the work of the team</p> <p>Ability to be flexible and respond effectively to the 'unexpected'</p> <p>Ability to communicate and interact effectively with adults</p> <p>Ability and willingness to carry out the instructions of supervisors and managers</p>	
<p><b>Knowledge</b></p>	<p>An understanding of basic health, safety and security issues in schools</p> <p>An understanding of the various cleaning methods and techniques</p> <p>An understanding of basic cleaning chemicals and products and their appropriate use in accordance with the COSHH regulations</p>	



	An understanding of quality and customer service as applied to work in schools	
<b>Qualifications and Experience</b>	Willingness to successfully complete the range of training relevant to the job	GCSE at level A – C in English and mathematics or equivalent  Six months experience, on a voluntary or paid basis  Willingness and motivation to develop own skills and work towards NVQ Level 1 Cleaning and Support Services (Cleaning Building Interiors)