



Job Description

Job Title:	Cleaner
Scale:	Scale 1.2
Hours:	12.5 hours per week, 52 weeks per year
Responsible To:	Headteacher

Responsibilities

To undertake the cleaning of designated areas within premises to ensure that they are maintained in a clean and hygienic condition.

Duties

1. Thorough cleaning of an area of the premises, to include sweeping, mopping, washing, dusting as required to the specified standard, areas may include toilet, shower, changing rooms, classrooms, corridors, halls etc.
2. To use powered cleaning equipment provided which may include vacuum cleaners, rotaries, wet/dry vacuum cleaners etc, as required.
3. Emptying waste bins and removal of litter to the nearest point of final disposal.
4. Thorough cleaning of any other area as directed in order to cover absence of other staff.
5. Cleaning of walls, internal partitions and internal windows etc. as directed by the Supervisor
6. To ensure safe working conditions and report any hazards to the Site Manager or Supervisor
7. Any other duties of a cleaning nature which may from time to time be requested by your Supervisor

It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Other Responsibilities

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

The postholder shall ensure the duties of the post are undertaken with due regard of the Trust's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the Trust policies, procedures and priorities.

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the Trust Strategic Development Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the Trust
- Be committed to achieving the school values
- Work to develop the Trust as a successful inclusive Trust
- Respond promptly to concerns from parents, staff or students
- Promote the Trust in the community
- Work in partnership with all colleagues including the Local Governing Board and Board of Trustees
- Support Code of Conduct for staff
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All Enfield Learning Trust Schools are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Enfield Learning Trust are expected to share this commitment.

Person Specification

Job Title: Cleaner

Essential Criteria

How Tested?

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| 1. Commitment to providing a good quality service and take pride in work | Application/Interview |
| 2. Willingness to carry out all cleaning tasks required | Application/Interview |
| 3. Presentable appearance | Interview |
| 4. Ability to follow instructions (verbal and written) | Application/Interview |
| 5. An enthusiastic approach to work | Interview |
| 6. Willingness to use cleaning machinery. (All training will be given as needed) | Interview |
| 7. Ability to work within Health and Safety requirements | Interview |