



Tudhoe Learning Trust



JOB DESCRIPTION

Job Title:	Cleaner
Responsible to:	The Head Teacher
Place of Work:	Victoria Lane Academy
Hours:	12 hours per week part-time/whole-time, Monday-Friday - Times to be discussed within interview
Salary:	Grade 1 SCP 3 £24,027 pro rata for part-time working

Job Summary

Cleaning designated areas of the school in accordance with Trust cleaning specifications and to ensure these are kept in a clean and hygienic condition on a daily basis as instructed by the Head Teacher.

Duties and Responsibilities

Main Duties include but are not limited to:

To clean designated areas of the school as allocated by the Head Teacher. These areas may be changed, depending on the needs of the school.

- Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas. Cleaning of public areas, corridors, etc. children's and staff toilets.
- Polishing and dusting of fixtures and fittings.
Where appropriate, after instruction, use of powered equipment.
- To follow Health and Safety codes. Health and Hygiene code of practice in relation to cleaning, e.g. C.O.S.H.H, siting of warning cones, etc.
- To report faulty equipment to the Site Manager as necessary.
- Any other cleaning duties as directed by the Head Teacher.
- A willingness to undergo training as and when required for the job.
- Be reliable and trustworthy.

Protective clothing

You will be issued with protective clothing such as tabard/overall, rubber gloves and these should be worn at all times for your protection. You are to be responsible for laundering the garments and the Head Teacher will decide when articles need replacing.

PERSON SPECIFICATION - Cleaner

Category	Essential	Desirable	Assessment
Education, Qualifications and Training	Literacy and numeracy skills. Full training will be given.	Knowledge of Health and Safety, COSHH etc. Manual Handling	Application
Experience	Cleaning work place environments. High standards of cleaning.	Experience of working around children.	Application / Interview Application/ Interview
Attitudes and Abilities	Understanding of the obligations of working around children. Ability to use own initiative. Flexible approach. Committed to providing an excellent service. Able to work as part of a team.	Knowledge of cleaning materials, chemicals and equipment.	Interview / Application References
Personal Attributes	Reliable and trustworthy		Interview
Working Arrangements	Part time all year round.		Interview/ Application Form