

Job description

Job title:	Lead Cleaner
Responsible to:	School Operations Manager
Responsible for:	No line management - but leading of cleaning staff when the supervisor isn't there
Location:	Firth Park Academy
Hours of work:	15 hours per week, 52 weeks
Salary:	NJC 3-4

Overview of the role:

The role of the cleaner is to clean the school premises to a quality that meets the specified cleaning standards, in order to allow school staff to fulfil their daily roles, and so that pupils are able to learn in a safe and clean environment.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Cleaning

- Carry out cleaning, sweeping, vacuum cleaning, polishing and dusting in any area of the school, to an agreed specification, ensuring that the required standards and quality levels are met.
- Empty litter bins in classrooms and offices, and pick up litter where required.
- Replace hand towels, toilet rolls, hand soap and bin liners as required, and report any low stock to the School Operations Manager.
- Carry out planned deep cleaning programmes during Academy closures.
- Notify the School Operations Manager, of any health and safety issues, damage to buildings and equipment, any water leaks (e.g. dripping taps) or of anything that may be dangerous to pupils and staff.
- Use all cleaning materials and equipment in a safe and proper manner in accordance with the instructions and procedures determined by the school and the Trust.
- Undertake any relevant training to ensure that cleaning is carried out in a safe and appropriate way.
- Complete all appropriate records and documentation as required.
- Undertake any other duties that may be required by the school or on behalf of Lift Schools, provided they are consistent with the nature of the post.

Note

- *At certain points of the day the postholder will be expected to undertake bending, lifting and stretching in the course of their duties (e.g. mopping and hoovering of floors, emptying of waste bins, cleaning skirting boards and walls).*
- *Due to the nature of cleaning duties, it is likely that the postholder will be exposed to dirt and dust which on occasions (e.g. adverse weather conditions) may be higher than normal.*

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- A basic level of literacy and numeracy.
- Experience in cleaning and using cleaning equipment.
- Commitment to complete relevant training.

Desirable

- Experience of cleaning in a similar role.
- Knowledge of Health & Safety regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.
- Knowledge of health and safety / COSHH regulations.
- Knowledge of cleaning best practices.

Knowledge and skills

Essential

- Ability to use own initiative, as well as follow written and verbal instructions.

Desirable

- NA

• Ability to prioritise work and adopt a proactive approach to cleaning. • Ability to communicate clearly and work constructively as part of a team. • Ability to maintain a high level of cleaning standard within set cleaning hours. • Ability to understand and follow Health and Safety instructions.	
Personal attributes and behaviours	
Essential • Customer focused. • Friendly, open, and honest. • Conscientious and reliable. • Act with pace and urgency, being energetic, enthusiastic and decisive. • Professional approach which demonstrates support and shows mutual respect. • Committed to the provision and improvement of a high quality cleaning service.	Desirable • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: ○ Share ideas early, often and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason
Special requirements	
• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.	