



## **JOB DESCRIPTION**

### **MANCHESTER COMMUNICATION ACADEMY**

**Job Title** **School Cleaner**

**Individual Salary Range:** A1 £16053 FTE (pro rata for part time/term time working)

**Hours of work:** depending on position (15,10,8)

**Start Date:** ASAP following DBS clearance and satisfactory references

**Reporting to:** Site Manager/assistant site manager/cleaning supervisor

**Accountable for:** no staff responsibilities

#### **PURPOSE OF THE JOB:**

To work as part of a team to provide flexible cleaning provision throughout the School.

There is a requirement that the post holder will be flexible in order to ensure that the Company's service can be focused in areas of highest priority to support the needs of the School.

#### **DUTIES AND RESPONSIBILITIES:**

This is not a comprehensive list of all the tasks, which may be required of the post holder.

1. To maintain a high standard of cleanliness and hygiene in the area/sites allocated.
2. To be aware of the conditions associated with the cleaning of your allocated areas related to the school/site users and to work to the appropriate Health and Safety rules and processes.
3. To use the appropriate equipment, materials, tools and machinery such as wet or dry vacuum cleaners, scrubbing, buffing and scrubber/dryer machines to ensure the job is done effectively.
4. Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuuming, polishing and dusting of designated areas, as required by the School.



5. Specialist cleaning where requested by the Supervisor, i.e. carpet shampooing.
6. To report any damage/defects of both the Company's equipment and the Client's property, to the Supervisor.
7. To liaise with Site Staff, Supervisors and Managers as required.
8. To carry out scheduled and reactive cleaning tasks within any part of the School
9. To ensure compliance with Company and School policies and procedures, including but not limited to, Child Safeguarding, Equal Opportunities and Health & Safety.
10. To inform the Supervisor of any health and safety issues which could place any individuals in danger
11. To work on any Premises activities required by the Academy under the direction of the Site Manager
12. To fulfil any additional related duties instructed by the Site Manager, Assistant Site Manager and Cleaning Supervisor.
13. To help ensure the Academy is a safe, clean, hygienic and maintained working environment.

In addition to the above specific duties all staff are required to:

- Promote and implement equality and diversity.
- Participate in Performance review
- Comply with legislation and adhere to Manchester Communication Academy's policies and procedures.
- Have due regard for safeguarding and promoting the welfare of children and young people.
- Contribute to the fulfilment of Manchester Communication Academy's vision, ethos and strategic plan.
- Attend appropriate meetings, both within the Academy and as appropriate to your role.
- Respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons.

*All responsibilities outlined in this job description are subject to review and change.*



## PERSON SPECIFICATION

### JOB TITLE: School Cleaner

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>			
1	Good basic education to GCSE level in literacy and numeracy, or the equivalent		*
<b>Experience and Knowledge</b>			
2	Previous experience of working in a similar field		*
<b>Competencies - Personal Qualities, Skills and Attitudes</b>			
4	Good all round skills with regard to organisation	*	
5	Knowledge of Health and Safety	*	
6	Knowledge of cleaning duties	*	
7	Good communication skills, both orally and in writing	*	
8	Ability to communicate effectively and develop professional relationships internal and external colleagues	*	
9	Ability to work effectively as a team member	*	
10	The will to model the values of the Academy at all times and to generate a shared purpose	*	
11	Personal resilience and determination to achieve the highest standards for yourself and others	*	