

**PARADIGM TRUST
IPSWICH ACADEMY**

JOB DESCRIPTION	
Post Title: Cleaner	Grade: Scale 1, Point 8 - £7.90 per hour Working hours: to be confirmed
Date: November 2016	
RESPONSIBLE TO: Premises Manager	

Duties:

- General cleaning duties as directed by the Premises Manager and to specification
- Cleaning during school closure in accordance with cleaning programme

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of this post.

In addition, all duties must be carried out in accordance with health and safety procedures, as follows:

- Wearing personal protective equipment and clothing eg goggles when mixing chemicals and water, rubber gloves, overalls
- Correct use of colour coded equipment eg cloths, gloves, mops etc. to prevent cross contamination
- Safe and correct use of cleaning chemicals
- Use of "dirty kit" in disposing of bodily fluids
- In the event of an accident, refer to COSSH data sheet for guidance and follow established reporting procedures.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Academy's policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Executive Principal/Principal

PARADIGM TRUST

Job and Person Specification

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Those criteria that will be assessed at the written application form stage are marked as 'A'. Those that will be assessed as part of the selection interview process are marked as 'I'.

As a guide your written personal statement should be no more than two sides of A4.

PERSON SPECIFICATION		
Cleaner		
	A	I
Experience		
Experience of working as a cleaner. (Desirable)	X	
Experience of undertaking cleaning tasks and working with cleaning products.	X	
Knowledge and understanding		
Understanding of the importance of adhering to procedures and schedules.		X
Understanding of the implications to the health and safety of all users of the premises when working with hazardous substances.		X
Understanding of the health and safety implications of cross contamination.		X
Understanding of and commitment to equality issues within the workplace and the safeguarding of children.		X

Skills and abilities		
<p>Able to demonstrate reliability, and be punctual.</p> <p>Able to offer some flexibility in terms of working hours to help cover team absence and additional tasks. (Desirable)</p> <p>Ability to be self-motivated, flexible and well-organised.</p> <p>Good observation skills, noticing and paying attention to detail.</p> <p>Able to follow policies and procedures consistently and precisely.</p> <p>Ability to form good working relationships and work effectively in a team.</p> <p>Able to understand the impact of the cleaner's role on all who work in and use the school facilities.</p>	X	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
Additional		
<p>The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.</p>		X

This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.