

**Role title:** Cleaner

**Reporting to:** Business Manager

### **Role outline and accountabilities**

To carry out efficient cleaning of the building and the site, ensuring that the physical environment of the premises and grounds is satisfactory for learning.

### **Responsibilities**

- To undertake, and carry out, certain cleaning work to a high standard to ensure the smooth and safe running of the building and site.
- To support the Business Manager and Maintenance team to maintain the buildings and amenities of the academy, carrying out all cleaning, as directed; ensuring that specified standards are achieved.
- To carry out internal and external cleaning as directed, including where applicable, grounds and outdoor areas, toilets, internal glass, walls, removal of graffiti, and undertaking defined holiday cleaning duties.
- To maintain and regularly monitor Health and Safety standards, reporting any failures to comply with the academy's statutory obligations in this area and ensure that all work on site meets Health and Safety Regulations.
- To report to the Business Manager any deficiencies in the cleaning service or cleaning equipment.
- To refill cleaning supplies, such as; toilet paper, soap, sanitary requirements, hand towels and other drying facilities.
- To be responsible for maintaining constant awareness of the physical condition of the building, furniture and equipment, and where appropriate report facilities in need of repair.
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our learners, your colleagues and your own mental health.
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
- To carry out any other duties as requested by your manager.

## Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy skills</li> <li>• Experience in a cleaning or site maintenance role</li> </ul>	
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Knowledge of health and safety processes and procedures</li> <li>• Understanding of safety and security</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Safeguarding and Child Protection issues</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>• Ability to work as an effective team member</li> <li>• Ability to apply written and verbal instructions to equipment</li> <li>• Practical cleaning skills</li> <li>• Able to organise, plan and complete tasks to meet agreed deadlines</li> <li>• Ability to seek support and advice where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop skills through additional training</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Reliability and integrity</li> <li>• Adaptability to changing circumstances / new ideas</li> <li>• Commitment to the safeguarding of our students</li> <li>• A commitment to inclusive education</li> <li>• Resilience and perspective</li> <li>• Empathy and respect towards others</li> <li>• Willing to work flexibly to support students</li> </ul>	<ul style="list-style-type: none"> <li>• Determination to succeed and the highest possible expectations of self and others</li> </ul>