



SECKFORD FOUNDATION  
FREE SCHOOLS TRUST

**JOB  
DESCRIPTION**

<b>Post Title:</b>		<b>SCHOOL CLEANER</b>
<b>Post Holder:</b>		
<p><i>The description of the duties, responsibilities and accountabilities for the post of <b>School Cleaner</b> within the Trust have been set out in this job description.</i></p>		
<b>Responsibility Areas:</b>		To maintain high standards of cleanliness throughout the school on a daily basis by cleaning to the frequency and standard set out.
<b>Accountabilities:</b>	<ul style="list-style-type: none"> <li>A Ensure that cleanliness standards are achieved and maintained as determined by the Foundation Cleaning Manager</li> <li>B Ensure adherence to all Health and Safety regulations</li> <li>C Operating cleaning machinery as trained</li> <li>D Generic duties relevant to all members of staff</li> </ul>	
<b>Accountable to:</b>		Headteacher via the caretaker
<b>Salary:</b>		£7.83 per hour
<b>Main Duties:</b>		See over for detailed duties and responsibilities
<b>Hours of work:</b>		15 hours per week, worked between 5pm and 8pm, Monday to Friday, term time only plus an additional two weeks required during the School holidays to undertake deep clean activities (there can be flexibility on how these hours are worked).

## Area of Accountability A:

### STANDARDS OF CLEANLINESS

Undertaking the highest standards of cleanliness when cleaning the following areas / ways in the school:

- Vacuum cleaning hard and soft floors;
- Mopping and spray cleaning hard floor surfaces;
- Spot cleaning of spillages;
- Furniture, ledges, pipes, paintwork, doors and walls;
- Toilets and hand basins, wiping tiles and polishing mirrors;
- Replenishing janitorial supplies in toilets etc.;
- Emptying and cleaning bins;
- Polishing glass.

## Area of Accountability B:

### HEALTH AND SAFETY

- Swift reporting of any hazards or defects to the Caretaker or Cleaning Manager;
- Be familiar with and adhere to COSHH requirements;
- Take reasonable care of your own health and safety and that of others and be familiar with, and adhere to the Trust's Health and Safety Policy.

## Area of Accountability C:

### OPERATING CLEANING MACHINERY AS TRAINED

- To undertake any training in relation to cleaning machinery for the purpose of the job.

## Area of Accountability D:

### GENERIC DUTIES RELEVANT TO ALL MEMBERS OF STAFF

#### The Trust

The ethos of the Trust is founded on the "6C's to Success" (Co-operation, Commitment, Confidence, Community, Challenge and Celebration). All staff are expected to promote and utilise this model in everything that they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust vision and aims. All staff should act with professional integrity at all times, following the Trust 'Code of Conduct for Staff'.

#### Learning and Teaching

This is our core business and therefore is an absolute priority of any work undertaken by anyone in the school in any capacity.

## **Use of ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Seckford Foundation Free Schools Trust.

All teaching staff will be expected to ensure that all students leave the school with transferable ICT skills, knowledgeable in developing technologies and equipped for the next stage of their education or work life. ICT must be used creatively to inspire and motivate students where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure they follow Trust policies with regard to professional conduct when using ICT systems.

## **Data Protection**

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

## **Health and Safety**

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

## **Safeguarding**

The Seckford Foundation Free Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are 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 Seckford Foundation Free Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Senior Designated Person (SDP).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

## Statement on Pay, Rewards and Working Hours

The Seckford Foundation Free Schools Trust has been established to provide “*a foundation for life*” for students in our Free Schools. Through this vision our young people will be equipped both intellectually and socially to take their place in society as valued, economically viable and responsible citizens. Our students will leave our Free Schools empowered as independent, co-operative, innovative and motivated young adults with the skills for and love of learning for life.

Critical to achieving this vision is the highest quality teaching and support staff in all of our schools. The Seckford Foundation Free School Trust recognises that it is important that all of our staff feel appropriately valued for the contribution they make to students’ lives and the achievement of the vision. Therefore, it is important that good and outstanding performance is rewarded accordingly.

The Seckford Foundation Free School Trust is seeking to maximise opportunities for young people through the increased flexibility the autonomy afforded to the schools within the Trust allows. It is expected that all staff contribute to the wider enrichment aspects of the school.

A detailed Remuneration Policy is available on request.

*This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust, Principal and / or Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal, Performance Management and Line Management process.*

SIGNED (Staff)

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DATE

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SIGNED (Trust)

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DATE

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