

# Job Description & Person Specification

<b>JOB TITLE</b>	Cleaner
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	The Baird Primary Academy
<b>RESPONSIBLE TO</b>	Facilities Manager
<b>MAIN PURPOSE OF THE JOB</b>	To maintain cleanliness and hygiene around the academy buildings.
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
1	To maintain cleanliness and hygiene around the academy buildings in accordance with the Building Cleaning Specification, as directed by the Facilities Manager.
2	To operate cleaning machinery in accordance with manufacturers' instructions
3	To dilute and use cleaning materials as instructed
4	To collect and remove waste / rubbish from work areas to collection points as directed
5	To clean and maintain cleaning equipment as instructed
6	To carry out all activities in such a manner that data protection requirements are met and are in line with the Academy's policies for Health and Safety, and Equal Opportunities
7	To undertake other reasonable duties as directed by the Facilities Manager
8	To participate in appropriate training and professional development as required.
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: 04.01.18	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>This post is subject to an Enhanced Criminal Record Check</li> <li>This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

## PERSON SPECIFICATION

### Experience

1. Experience of undertaking a range of cleaning duties is desirable

### Key Skills and abilities

1. Ability to work effectively as a member of the cleaning team.
2. Ability to work in an organised and methodical manner.
3. Ability to act on own initiative, dealing with any unexpected problems that arise.
4. Ability to work in a discreet and sensitive manner.

### Personal Attributes

5. Willingness to clean any area of the school as requested by the Facilities and/or Principal
6. Willingness to take personal responsibility for standard of work carried out.
7. Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge
8. Willingness to maintain confidentiality on all school matters