



# HEANOR GATE SCIENCE COLLEGE



“Develop all learners to achieve their full potential”  
“Create a culture of aspiration”

Principal: **Mr S Huntington**

## Job Description

Post holder's name:

Job title(s): **Cleaner**

Salary scale: **Scale Point NJC8**

Hours: **3:00pm-6:00pm Monday to Friday with flexibility on Inset Days  
39 weeks term time plus two weeks (10 days) during the school holidays throughout the year**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## DUTIES AND RESPONSIBILITIES:

The School's expectations of a high achieving member of staff with this responsibility are that they will:

- Empty waste bins or similar receptacles, transporting waste materials to designated collection points
- Sweep floors with brushes or dust control mops
- Mop floors with wet or damp mops
- Suction clean carpeted areas and spot cleaning carpets
- Use electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training)
- Use electrically powered pick up machines
- Dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of:- cupboards, radiators, shelves and fitments
- Clean toilets, urinals, hand basins and sinks, baths, showers and drinking fountains
- Use such chemical agents as directed by the supervising officer in discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training)
- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes
- Clean kitchen/kitchenette and food preparation areas, work surfaces, cookers, microwaves, fridges etc

- The location of cleaning areas may need to be changed to meet the needs of the establishment. This will be decided by the Senior Cleaner and/or the Site Manager.
- Cleaners can be required to work alone or in teams
- Cleaners are not necessarily appointed to a specific location within the establishment, and task frequency is to be advised for each area
- Holiday cleaning hours are to be spread around the year, to include October or February half term
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

#### **Duties and Responsibilities – General**

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- To co-operate with the school in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

## **ALL EMPLOYEES**

**Our expectations of all High Achieving employees are that they will:**

### **CORE VALUES**

Be committed to being part of and actively promoting a high consensus school with shared beliefs, values and goals.

Be aware that children's learning is at the centre of what we are about and that learning is a partnership. Have an awareness of human relationships and emotional intelligence and the need for respect, recognition, reinforcement and communication.

Have a knowledge of the current Health and Safety Policy which must inform all practices.

Have a vision of how things should be and a moral sense of how to get there.

Be aware of and care for the physical and emotional state of resources and environment/community.

Provide a challenging learning environment for the student.

### **POSITIVE REINFORCEMENT**

Be aware that leadership is part of everyone's job description and that leadership has to be pervasive.

Act as positive role model and exemplify the culture of learning.

Enthuse members of the community to model the sorts of positive attitudes and behaviour we seek to support.

Contribute to the creation of a positive and supportive learning environment by giving specific feedback about what an individual has achieved, using praise at every opportunity and freely communicating and sharing information where appropriate.

Provide opportunities for the celebration of success and help to build and maintain positive self-esteem for themselves and others.

Realise the need to separate the personal from the professional and the person from the behaviour.

### **PERSONAL AND PROFESSIONAL RESPONSIBILITY AND DEVELOPMENT**

Be consistent in living to and applying a set of personal beliefs and values consistent with relevant school policies and procedures.

Operate in a culture of continual development and growth having high expectations of themselves and what is expected of them.

Be aware that a learning employee who is able and willing to learn from experiences is the most effective employee.

Be clear about and work within the roles and responsibilities of themselves and others.

Value personal growth and development, be self-motivated and have the skills and knowledge to fulfil their role.

Keep records appropriate to and commensurate with their roles and responsibilities and school policy.

Manage resources effectively and fairly.

Be involved in the planning of work at a team level within the context of the school development plan.

Give respect and consideration to those students with special needs.

Carry out any other reasonable duties as directed by the Headteacher

### **WORKING WITH YOUNG PEOPLE**

Support the school's agenda for safeguarding and promoting the welfare of students.

Provide positive and appropriate role model in day to day dealing with individual students and groups of students at all times.

Form and monitor appropriate relationships and personal boundaries with students.

Ensure that concerns regarding inappropriate practice/behaviour by colleagues are reported directly to the appropriate line manager.