



## **JOB DESCRIPTION**

*The Canterbury Academy Trust was initially established with two schools, The Canterbury Primary School and The Canterbury Academy. The Trust also now operates City View Pre School & Nurseries Ltd; an offsite Key Stage 4 Alternative Curriculum Provision (ACP) for 40 students, on behalf of The Canterbury Inclusion Service; and The Youth Commission, on behalf of Kent County Council, which means overseeing three Youth Centres in the district.*

*The Canterbury Academy Trust was created in October 2010 and is a charitable company limited by guarantee with a group of Trustees and a Board of Directors. The Directors are the employer. Most of The Canterbury Academy Trust is located on The Canterbury Campus, which offers 'a wealth of opportunity'. This is a geographical expression which labels the site and all the facilities and services on it. We are proud to be a leading national example of co-location.*

<b>JOB ROLE:</b>	<b>Cleaner</b>
<b>CONTRACT HOURS:</b>	<b>16.25 per week over 5 days</b>
<b>SALARY:</b>	<b>£8.91 per hour</b>
<b>HOLIDAY ENTITLEMENT:</b>	<b>20 days plus 8 Bank holidays</b>
<b>RESPONSIBLE TO:</b>	<b>Cleaning Supervisor</b>

### **JOB PURPOSE:**

To effectively clean and maintain areas of the establishment/campus to the Schools Hygiene and Cleaning Standard, ensuring they are kept clean, tidy and safe. Working under the direction and supervision of the Cleaning Supervisors or the Deputy Cleaning Supervisors. Cleaning staff are expected to dress in the workwear provided (tabard / shirt) and maintain a clean, tidy professional appearance. Be punctual and reliable.

Cleaning staff will ensure that all tasks allocated from the Schools Cleaning Standard are carried out as per instructions to the highest standard at all times. Working actively as part of the Campus cleaning Team, at all times encouraging good communication and promoting Team working

### **SPECIFIC DUTIES:**

- To undertake as required appropriate training in the use of equipment and chemicals used.
- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins etc. to ensure high standards of cleanliness and hygiene at all times.
- Removal of graffiti from reach heights daily as required.
- Wiping of skirting boards and walls daily.
- Collection and disposal of rubbish to designated areas.
- Maintain clean toilets to ensure hygiene standards are met. Mop floors daily.
- Ensure grounds are kept free from rubbish and debris so a clean and tidy site is maintained at all times.
- To replenish hand towels, hand soap and toilet roll as required.
- Report any premises or equipment defects to a senior caretaker.
- Undertake, if working during School Holiday shutdowns, a complete "deep clean" of all areas. Including window cleaning, moving furniture to clean, behind radiators, outside areas etc.



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### **GENERAL RESPONSIBILITIES:**

- To carry out any other reasonable duties not stated above as requested that contribute to the smooth operation of the Campus.
- The appearance and attitude of our cleaning team is as important as any other member of staff within the campus, cleaners must abide by the Campus dress rules applying Identity badges must be worn at all times.
- To comply with regular DBS checks and always work to the guidelines and policies for staff employed at The Canterbury Academy Trust.
- To participate in the Appraisal process. To organise and book own appraisals with appraiser.
- The post holder will benefit from the campus' commitment to Continuous Professional Development.
- The post holder will be expected to engage in professional development as agreed with the appropriate line manager.

### **HEALTH & SAFETY RESPONSIBILITIES:**

You are Responsible for all Campus equipment issued, including hand tools, power tools, safety equipment and specific cleaning equipment. This must be maintained in a clean and hygienic condition. You must ensure that it is stored safely and securely after use to avoid access by students.

You have responsibility for the correct use of Hazard warning signs when cleaning traffic areas.

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

### **PERSON SPECIFICATION:**

Experience of general cleaning activities

Knowledge of Health & Safety issues, in particular COSHH (Control of Substances Hazardous to Health)

Ability to undertake a range of manual cleaning activities to a high standard

Able to work in an organised and methodical manner

Use own initiative

Work effectively and supportively as part of a team

Clean and smart appearance

Willingness to be flexible with regard to working hours

Reliable, honest and enthusiastic

### **SAFEGUARDING:**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.