



Batley Multi Academy Trust

Batley Girls' High School
Upper Batley High School
Healey Junior, Infant and Nursery School
Field Lane Junior, Infant and Nursery School
Batley Grammar School

www.batleymat.co.uk



Ensuring Exceptional Educational Outcomes For All



Job Title: Cleaner	Grade: 2
Department: Site Team	Accountable to: Senior Caretaker
Contractual Terms: Permanent	Responsible for: N/A

Overall Purpose of the Job:

Under the direction and instruction of the Senior Caretaker, provide a clean and hygienic school environment which meets specified cleaning standards.

Key duties and responsibilities

- Clean a designated area of school to agreed standards.
- Take care of equipment and supplies.
- Undertake special cleaning programmes during school closure or other designated periods.
- Collect and dispose of waste in an appropriate manner.
- Undertake basic record keeping as directed. Refill and replace consumables.
- Maintain the security of premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Operate everyday equipment in accordance with instructions.
- Present a positive personal image, contributing to a welcoming atmosphere, treating all users of the building with courtesy and consideration.
- Comply with Health and Safety policies and procedures at all times.
- Be aware and comply with policies and procedures relating to child protection, safety and security, confidentiality, reporting all concerns to an appropriate person.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential (E) Desirable (D)	How Assessed Interview (I) Application (A)
Experience:	Experience of cleaning in a school setting or similar environment.	E	A/I
Knowledge and Statutory Requirements:	Knowledge of the operation of tools and equipment.	E	A/I
	Knowledge of Health & Safety obligations and understanding of COSHH.	E	A/I
Planning, Organisation and Mental Challenge:	The post holder requires judgemental skills in order to identify straightforward solutions to simple problems.	E	A/I
Interpersonal & Communication:	Ability to exchange straightforward information with work colleagues, students and others.	E	A/I
Physical Skills and Demands:	Willingness to use relevant equipment. Required to do physical duties, cleaning, hoovering, buffing floors, cleaning carpets, dusting at high levels.	E	A/I
	Physical demands operating cleaning equipment.	E	A/I
Initiative & Independence:	Able to work on own initiative and as part of the team.	E	A/I
Commitment:	Commitment to high standards and continuous improvement.	E	I
Personal Qualities:	Able to work with young people and adults.	E	I
	Flexible to cover staff absences.	E	I

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: November 2021

Signature of Post holder: **Date:**
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This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Interview", this may involve written exercises, group discussions, presentations, interview, etc.