Ark Ayrton Primary Academy

Job Description: Cleaner

Hours:	Part Time, 11.25 hours per week Mon-Fri (4.00pm - 6.15pm) Term Time only plus Deep Clean week over August and further 2 days worked over the year
Contract:	FTC – cover maternity leave until 31st August 2027
Salary:	Ark Support Band 2 (£13.04 per hour) pay award pending

The Role

As part of the cleaning team, you will play an integral role in ensuring the Academy is safe, inviting and positive.

Key Responsibilities

- To work as part of the cleaning team as directed the Academy, ensuring that it is kept clean, hygienic and safe to the required standard
- To correctly use the cleaning equipment and materials provided, in compliance with health and safety policies and procedures
- To deliver a programme of deep cleans for all areas of the academy during the holiday and throughout the year as directed by the Site Manager
- Provide cover for other cleaning staff as directed by the Site Manager

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Understanding the importance of confidentiality and discretion
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your Line Manager

Signed ..... Date .....

Print Name .....

Ark Ayrton Primary Academy

Person Specification: Cleaner

Knowledge, Skills and Experience

- Experience of cleaning, preferably in a school environment
- Able to take ownership of tasks and work with minimal supervision
- Ability to follow relevant policies and procedures effectively

Behaviours

- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners across a 2-storey building.
- Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.
- Ability to fulfil the cleaning rota within the required time period to the quality standard
- Ability to carry out the work under minimal supervision.
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Excellent oral communication skills
- Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
- Flexible attitude to work and willingness to support colleagues.
- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this link.