



# JOHN MILTON ACADEMY TRUST

Ambition · Aspiration · Excellence

## Job Description

<b>Job-title:</b>	<b>Cleaner based at Stowupland High School</b>
<b>Hours:</b>	43 weeks per year (term time plus 5 weeks) Monday – Friday 3.30pm - 6.30pm (15 hours per week)
<b>Grade:</b>	Grade 1 (spine point 1) £6,769 per annum £9.25 per hour
<b>Accountable to:</b>	Estate and Facilities Manager through the Soft Services Team Leader

*The John Milton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

### PROFESSIONAL DUTIES

All staff employed at the Trust are expected to support the culture and ethos of the Trust as directed by the Chief Executive Officer.

All staff, including cleaning staff, are expected to accept, abide by, and promote the professional expectations and procedures of the Trust, and are expected to adhere to, and actively support, all policies.

All staff must undergo a Disclosure and Barring Service check and Safeguarding Training.

### CORE PURPOSE

Under the direction of the Soft Services Team Leader the post holder is responsible for ensuring the school buildings are cleaned to the standard required.

- To support the ethos and culture of the Trust
- To be responsible for the general cleanliness of the school, grounds and premises
- To support high standards of learning and achievement by providing a safe, stimulating and purposeful environment

### NOTE:

This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school.

Job Description updated: November 2020



**Bacton**  
Primary School



**Cedars Park**  
Primary School



**Mendlesham**  
Primary School



**Stowupland**  
High School

Registered Address: JMAT Centre | Church Road | Stowupland | Stowmarket | IP14 4BQ  
Company Number: 10298832

## PRINCIPAL RESPONSIBILITIES AND TASKS

<b>Cleaning</b>	
<ul style="list-style-type: none"> <li>Polishing and wiping available surfaces (tables, desks, shelves, work surfaces etc)</li> <li>Dusting</li> <li>Emptying and washing out dustbins and waste containers</li> <li>Moving furniture so that floors can be cleaned</li> <li>Vacuuming floors and material furniture</li> <li>Sweeping, scrubbing, buffing, polishing or mopping floors as appropriate</li> <li>Removing chewing gum and graffiti</li> <li>Wiping or washing walls, lockers, window ledges, skirting boards, radiators and pipework and furniture etc, as required</li> </ul>	<ul style="list-style-type: none"> <li>Straightening the furniture, closing windows, watering plants and leaving rooms looking tidy</li> <li>Cleaning showers, sinks and washbasins and the surrounding areas</li> <li>Cleaning toilets and urinals</li> <li>Cleaning windows and glass door panels</li> <li>Keeping the cleaners' cupboard tidy</li> <li>Looking after equipment and reporting any faults to the Site Manager or Estate and Facilities Manager</li> <li>To attend any necessary training relevant to the post</li> <li>Cleaning and maintenance during school closures in accordance with specification</li> </ul>

In addition, all duties must be carried out in accordance with health and safety procedures, as follows:

<b>Health and Safety</b>	
<ul style="list-style-type: none"> <li>Wearing personal protective equipment and clothing e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves</li> <li>Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that chemicals are handled, used and stored correctly and in accordance with COSHH guidelines</li> <li>Use of 'dirty kit' in disposing of bodily fluids</li> <li>In the event of an accident, refer to COSHH data sheet for guidance</li> </ul>

<b>Professional Behaviour</b>	
<ul style="list-style-type: none"> <li>To be professional, friendly and respectful towards all colleagues and to address any concerns through proper channels</li> <li>To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate</li> <li>To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the school</li> <li>To provide a good role model for pupils / students</li> <li>To develop a relationship with students which is professional, firm, fair, caring and friendly and based on mutual respect</li> </ul>	<ul style="list-style-type: none"> <li>To maintain an appropriate and professional distance with students in more informal situations</li> <li>Use the school's behaviour for learning policy to deal with student behaviour in a manner which is appropriate to the context</li> <li>To celebrate and praise the achievements of staff and students</li> <li>To deal with students in a manner which conveys mutual respect</li> <li>To not behave towards students in a manner which is aggressive, intimidating or demeaning in any way</li> <li>Be smartly and professionally dressed</li> <li>To support and uphold the aims, values and ethos of the school and Trust</li> </ul>



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<b>Level of Responsibility</b>	
<ul style="list-style-type: none"> <li>The work is covered by guidelines and procedures</li> </ul>	<ul style="list-style-type: none"> <li>The post holder will have regular contact with line manager</li> </ul>

<b>Miscellaneous</b>	
<ul style="list-style-type: none"> <li>To continue personal development as agreed at performance review meetings</li> <li>To engage actively in the performance review process</li> <li>To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example</li> </ul>	<ul style="list-style-type: none"> <li>To comply with the school's Health and Safety policy and undertake risk assessments as appropriate</li> <li>To show a record of excellent attendance and punctuality</li> </ul>

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

On occasions you may be asked to provide cover at one of the other JMAT schools, this would be by mutual agreement and with as much notice as possible.

### PROFESSIONAL EXPECTATIONS

All duties will be carried out within recognised procedures or guidelines. All problems will be referred to the Estate and Facilities Manager, who will be available for direction and guidance. The post holder will always refer matters of a contentious or discretionary nature to the Line Manager.

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/ machine competence).</li> <li>Basic numeracy for stock control and stock rotation (use by dates).</li> <li>Literate (able to read health and safety data and site information).</li> <li>Use of range of cleaning equipment, including specialist items e.g. rotary machines, wet pick-up, scrubber/driers.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of health and safety policies and procedures, e.g. manual handling.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate clearly.</li> <li>Keep up to date written records.</li> <li>Identifying areas of improvement within the site and contributing to changes in working practice.</li> <li>Operation of cleaning equipment and completing cleaning tasks.</li> </ul>	



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