

# Aylsham Learning Federation

## Job Description and Person Specification

<b>Job title</b>	<b>Cleaner</b>
<b>Grade</b>	<b>Scale A</b>
<b>Responsible to</b>	<b>Premises Manager/Director of Business and Community Strategy</b>

### Role and Context

#### Job purpose and scope:

1. Under the direction of the Head of School, via the Premises Manager/ Assistant Premises Manager or Caretaker, clean a designated area of the school to the standard laid down in the county specification.
2. To help keep the school site in the best possible condition.

### Principal Accountabilities

#### Accountability

1. To replenish sanitary materials (toilet paper, paper towels and soap)
2. To periodically clean the store rooms in the designated area.
3. To ensure the cleaning equipment is kept in a clean and working order.
4. It should be noted that occasionally there may be a need to change the designated area to cover for sickness or absenteeism within the Federation i.e. Bure Valley School, John Bears Nursery or John of Gaunt Infant and Nursery School
5. To be fully aware of, and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act.
6. To work under the supervision of the Premises Manager, Assistant Premises Manager or Caretaker.
7. To report any problems to the above.

### Person specification

#### Qualifications

Essential	Desirable
	Good general level of education.

#### Experience

Essential	Desirable
Working in a school or similar environment.	

#### Skills/knowledge

Essential	Desirable
Good communication skills. Able to organise own workload in the context of varied tasks. Ability to work calmly.	

# Aylsham Learning Federation

## Review

This job description may be subject to modification or amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

## General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and Federation safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current Federation policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and Federation policies and procedures, within legislation, and with regard to the needs of our Federation and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

## Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

## Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

**Self – help-** we help people to help themselves

**Self – responsibility-** we take responsibility for, and answer to our actions

**Democracy-** we give our members a say in the way we run our organisation

**Equality-** we are genuinely inclusive and pursue success for everyone

**Equity-** we carry out our work in a way that is fair and unbiased

**Solidarity-** we share interests and common purposes with our members and other co-operatives

## Our ethical values are:

**Openness-** nobody's perfect, and we won't hide it when we're not

**Honesty-** we are honest about what we do and the way we do it

**Social responsibility-** we encourage people to take responsibility for their own community, and work together to improve it

**Caring for others-** we are a nurturing community that takes care of each other and we regularly support charities and local community groups