



Post Title	Cleaner
Salary range/grade	£7,920 - £10,560
Responsible to	Senior Management Team
Type	Part Time, Term Time Only - 15-20 hours per week, 40 weeks a year with overtime available for specific cleaning duties.
Base	ALP Leicester, Stonehill Avenue, Birstall, Leicester, LE4 4JG
Job Purpose	
<p>To provide an efficient and effective cleaning service for the school, ensuring a high standard of cleaning is delivered and maintained. Duties will include working in all types of rooms, including offices, classrooms, common room, corridors, toilets and kitchen.</p>	
Key Tasks and Activities:	
<ol style="list-style-type: none"> 1. To be responsible for cleaning all of the school site and following Health & Safety guidelines 2. The safe use of chemicals and cleaning materials following Health and Safety guidelines and the use of Personal Protective Equipment (PPE) 3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners, carpet cleaners 4. To maintain all School standards of hygiene and safety of all cleaning equipment and cleaning cupboards in your charge. 5. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Senior Management Team <ol style="list-style-type: none"> i. 6. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Senior Management Team 7. Duties to include the following: <ul style="list-style-type: none"> Vacuum cleaning hard and soft floors Spot cleaning of spillages 	

Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
Emptying and cleaning bins
Cleaning toilets including sanitary fittings and surrounds
Mopping and spray cleaning hard floor surfaces
Wiping and polishing and straightening furniture
Replenishing janitorial supplies in toilets, etc
Checking and closing windows, switching off lights after work
Such other duties as may be allocated from time to time

8. When required to secure the school premises on leaving the site in accordance with the schools security policy

Knowledge and Understanding

1. To be assisted in developing an understanding of the necessary school processes, policies and procedures.
2. To know the legal definition of Special Education Needs and Disabilities (SEND), and be familiar with the guidance about meeting SEND given in the SEND Code of Practice.
3. To work as part of the team liaising, advising and consulting where appropriate.
4. To support and adhere to school policies and procedures, including those relating to confidentiality, behaviour and safeguarding.
5. To identify personal training needs and to attend appropriate internal and external in-service training.
6. Any other tasks as directed by the senior management team or specialists which fall within the purview of the post.

Personal Development and Well-Being

1. To support the school's drive for high standards by treating students with respect and, in turn, promoting the schools ARRRTT philosophy.
2. To support and contribute to the school's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
3. To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
4. To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
5. To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

Environment and Supervision

1. To ensure that the vehicles remain clean and tidy, well presented and welcoming
2. To participate in ALP School's duty rota as directed

Key Performance Indicators

1. Appearance of the school in terms of its cleanliness
2. Attendance and punctuality

Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the centres, the postholder will also be expected:

1. Act as an ambassador for the school and the partnership by supporting our values and expectations of learning.
2. Be a significant presence and role model for students and staff and to meet fully the school's dress code.
3. Follow and where appropriate enact all relevant college policies, procedures and guidelines and those agreed by the Partnership.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors:

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.
2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
3. Expenses will be paid in accordance with the schools policy
4. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Equality and Diversity Statement

ALP Schools are committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Person Specification

Essential (E) Desirable (D)

Education and Qualifications

No specific requirements

Experience

- Relevant experience of working as a cleaner within a similar setting (D)
- Experience of working with clear guidelines, procedures and adhering to child protection (E)
- Ability to establish and maintain professional working relationships with a variety of colleagues (E)
- Understanding of working with people with challenging behaviour / complex needs / disabilities. (D)

Knowledge, Skills and Abilities

- Knowledge of cleaning processes(E)
- Knowledge of special educational needs and disabilities (D)
- Excellent interpersonal skills with both adults and children. (D)
- Ability to work flexibly in a rapidly changing environment (D)
- Strong understanding of youth and wider community issues (D)
- Excellent interpersonal skills, inc active listening (E)
- Excellent communication skills (D)

Personality and Social Skills

- To have a 'can do' philosophy (E)
- To enjoy working with young people. (D)
- To be flexible, energetic, adaptable and have the ability to use initiative. (E)
- To carry out professional duties in a positive, helpful and courteous manner. (E)

- Committed to raising standards and continuous improvement. (E)
- An empathetic nature (E)
- Mature and professional approach to vulnerable people, families and other professionals. (E)
- Ability to maintain confidentiality in the light of handling sensitive information (E)
- Good communication and social skills, with a good sense of humour (E)
- Ability to work flexibly (E)
- Ability to cope with difficult interpersonal behaviour and language (E)
- Demonstrate a consistent and positive attitude to challenges (E)