



CAMPUS CLEANING OPERATIVE JOB DESCRIPTION

Post: Campus Cleaning Operative

Responsible to:

Campus Cleaning Supervisor

Key Outcomes:

- To work as part of a team to assist the Campus Manager in the cleanliness, maintenance and security of the Academy.
- To maintain a high standard of cleanliness within the Academy under the direction of the Campus Manager using a variety of equipment (including powered equipment).
- To ensure effective communication with students to promote good behaviour and discipline.
- The cleaning of the premises to include:
 - All internal surfaces, including all internal fixed glass surfaces up to a height of 11 feet above floor level.
 - Blinds.
 - Dust computers.
 - Remove black marks from floors and walls.
 - Empty rubbish bins and tidy bin areas within the premises.
 - Furniture and fittings.
 - Cleaning of toilets, wash-hand basins, showers and floors maintaining the hygiene of allocated toilet areas, replenish stock of soaps and paper products.
- Moving furniture and equipment within the teaching areas and corridors to enable cleaning duties to be properly carried out.
- Checking that all defects in cleaning equipment are reported promptly to the Campus Manager.
- Ensuring that all lighting and heating within allocated areas are turned off when not required and windows and doors are secured when leaving the building.
- Duties may vary between term and closure periods.
- To cover for absent colleagues as requested.
- To undertake other duties that the Headteacher may reasonably request.

Organisation:

- Promoting and safeguarding the welfare of children and young people within the school.
- Comply with and assist the development of policies and procedures relating to all school and Trust policies including Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and reporting all concerns to the appropriate person.
- Develop positive relationships and communicate with other agencies/professionals.
- Develop constructive relationships and liaison between managers/teaching staff and associate staff.
- Attend and participate in relevant meetings when required.
- Participate in training and other learning activities and performance development as required.
- To ensure good discipline and behaviour is maintained at all times by students.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

CAMPUS CLEANING OPERATIVE PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	SOURCES OF EVIDENCE
Qualifications	Educated to good standard.		<ul style="list-style-type: none"> • Application
Experience	Working within a flexible team environment. Experience of working within a similar cleaning role. Ability to operate floor polishing machines.	NVQ level 2 qualification cleaning/housekeeping or similar.	<ul style="list-style-type: none"> • Application • Interview
Professional Development	Commitment to continuing personal and professional development.	Evidence of recent CPD.	<ul style="list-style-type: none"> • Application • Interview
Knowledge & Understanding	Basic Hygiene and Health & Safety principles. Ability to multi-task, prioritising workloads to work to tight deadlines. Ability to work independently or in a team. Be able to relate to all students, staff and parents from variety of ages, abilities and backgrounds in a positive and constructive way. Ability to act calmly and quickly under pressure or in an emergency. Ability to follow written or verbal instructions.		<ul style="list-style-type: none"> • Application • Interview • Assessment
Personal Attributes	A commitment to the safeguarding and welfare of students. Flexibility to cope with diverse needs of the post. Resilience to work under pressure. Positive, personable and optimistic.		<ul style="list-style-type: none"> • Application • Interview • Assessment

Merchants' Academy is part of E-ACT and is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.