



**North Halifax Grammar School  
Academy Trust**

**Job Description**

<b>Position</b>	Cleaner
<b>Salary</b>	NJC Scale 1 Point 1 (fixed point) - £9.25 per hour
<b>Tenure</b>	Permanent
<b>Hours</b>	16 ¼ hours per week – 3.05pm to 6.20pm (Monday to Friday)
<b>Responsible to</b>	Caretaker and Premises Manager

**Main Purpose of the Role:**

- To maintain high standards of cleanliness and maintenance throughout the Academy.
- To provide a full cleaning service to all areas of the Academy as directed.
- To maintain high standards of health and safety throughout the Academy.

**Key Responsibilities:**

- Cleaning and deep cleaning of a specific area using allocated cleaning materials and equipment.
- Other relevant tasks as required and directed by the Caretaker and Premises Manager.

**Key Responsibilities for support of the Academy:**

- To contribute to the overall ethos and aims of the Academy Trust.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and being aware of and responding appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.

**Note:**

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the Academy Trust, as may reasonably be required.



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in a cleaning position.</li> <li>• Knowledge of basic Health &amp; Safety in the Workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Worked in a cleaning position in a school.</li> <li>• Knowledge of COSHH Regulations.</li> <li>• Working with large cleaning machinery e.g. buffer</li> <li>• Knowledge of how to conduct a deep clean of specific areas.</li> </ul>	Application form Reference Interview
<b>CIRCUMSTANCES - PERSONAL</b>		<ul style="list-style-type: none"> <li>• Flexibility in times</li> </ul>	Reference Interview
<b>DISPOSITION ADJUSTMENT ATTITUDES</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Adaptability</li> </ul>		Application form Reference Interview
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Positive attitude to personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop new skills.</li> </ul>	Reference Interview
<b>PRACTICAL AND INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Well organised</li> <li>• Ability to prioritise</li> <li>• Orderliness</li> <li>• Discretion</li> <li>• Initiative</li> </ul>		Application form Reference Interview