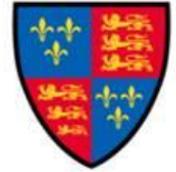




KING EDWARD VI FIVE WAYS SCHOOL

In pursuit of educational excellence for all



KING EDWARD VI ACADEMY TRUST BIRMINGHAM

Job Description: Cleaner

The Role:

Location: King Edward VI Five Ways School. Scotland Lane, Birmingham, B32 4BT
Responsible to: Head Porter
Direct reports (if applicable): Not applicable
Hours of work:

Purpose of Role:

- To work under the direction of the Head Porter (or Assistant Porter), either as an individual or as part of a team, in the cleaning of the designated area of work within the school
- To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it
- To help maintain the fabric of school building
- To maintain cleanliness in order to prevent any health risk from occurring in schools

Principle Duties and Responsibilities:

1. Carry out cleaning duties, including vacuuming, mopping, sweeping and buffing, in and out of term-time as directed, using the specified materials and mechanical cleaning aids (such as vacuum cleaner or buffing machine), as necessary to meet the site daily cleaning schedule.
2. During holiday time to 'deep clean' all areas, which may involve using carpet shampooers as well as other equipment previously noted.
3. Understand and adhere to Health and Safety Regulations ensuring that all work carried out is in accordance with legislative requirements, ensuring a safe working environment at all times.
4. Compliance with the schools request to wear PPE at all times.
5. To comply at all times with King Edward VI Five Ways Policies and Procedures.
6. To attend training courses which are relevant to the post, i.e. COSHH, Manual Handling etc.
7. Carry out any other reasonable tasks commensurate with the role as requested by Senior Management Team, Head Porter (or assistant) or Business and Estates Manager.
8. Notify Mark Overton of any planned absence or otherwise, at the earliest opportunity but not later than 9.30am on the day of absence.
9. Any further duties as instructed by your Line Manager to ensure the smooth running of the school.

The successful candidate will be required to fulfil an enhanced DBS check.

This job description reflects the current duties and responsibilities of this post and may vary in order to support the schools needs. Job descriptions will be updated or amended from time to time to reflect such changes.



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FIVE WAYS SCHOOL**

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ACADEMY TRUST
BIRMINGHAM**

Person Specification: Cleaner

Essential	Desirable	M.O.A
<i>Knowledge and experience</i>		
<ul style="list-style-type: none"> Relevant experience of cleaning 	<ul style="list-style-type: none"> Experience with cleaning materials 	AF/I
<i>Qualifications</i>		
<i>Skills and Abilities (e.g. written communication skills, dealing with the public)</i>		
<ul style="list-style-type: none"> The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post 	<ul style="list-style-type: none"> Skills at operating vacuums / buffer 	AF/I
<i>Competencies</i>		
<p>Method of Assessment (M.O.A.) Application Form (AF), Interview(I), Test or Exercise (T), Presentation (P)</p>		