

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Janitor/Cleaner

Job Description & Person Specification

www.celtrust.org



About the Role

This job is based at Brannel School | Rectory Rd, St Stephen, Saint Austell PL26 7RN.



About the Job

You will work as part of our Site Support Team, performing a variety of janitorial, cleaning and basic maintenance tasks (dependent on skills and training). We are looking for someone who has great attention to detail, who is motivated, responsible, independent and has excellent time management skills.

About the School

Brannel School is situated in the heart of rural Cornwall's china clay communities and offers 850 places to students aged 11-16. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. Our school values are Excellence, Creativity and Community. We aspire to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

We will offer you:

- An energising and rewarding working environment where no two days are the same.
- A great team environment, working with supportive colleagues who are committed professionals willing to go the extra mile so that our students can achieve the very best results.
- A range of opportunities for training and professional development e.g. health and safety training, first aid at work, property maintenance operative apprenticeship qualification. We are happy to talk through any relevant training and development opportunities you may be keen to pursue.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.

Job Description

Job title:	Janitor/Cleaner
Job purpose:	To perform various functions in keeping with ensuring the school building is cleaned and properly maintained, including notifying management of the need for repairs.
Reporting to:	Premises Manager.
Supervision:	The job holder will work largely on his/her initiative subject to the general and specific direction of the Premises Manager.
Salary grade:	B grade
Working Hours:	1x 15 hours per week and 2 x 16 hours per week
Paid Weeks:	47.4 paid weeks

Tasks, Duties and Responsibilities

- ❖ Clean building floors by sweeping, scrubbing, mopping, waxing, and vacuuming.
- ❖ Clean and polish tables, chairs, desks and other furniture.
- ❖ Dust mechanical devices like monitors, desktops, printers, and any other device.
- ❖ Clean windows, doors, glasses and mirrors with soapy water, sponge and any other necessary cleaning substance.
- ❖ Clean sinks, toilets and surrounds, and restock restrooms.
- ❖ Make sure hazardous materials are stored safely.
- ❖ Empty waste bins and recycling bins, including outside bins.
- ❖ General portage duties e.g. moving supplies and equipment either manually or by using hand trucks.
- ❖ Brush and wash down external doors and window walling at entrances.
- ❖ Clear external paths and pedestrian areas.
- ❖ Check gullies, guttering and surface water drains are free from leaves and are functioning efficiently.
- ❖ Inform management of any repairs needed to the fabric of the building, furniture or equipment.
- ❖ Monitor building security and safety by performing such tasks as locking internal doors after operating hours and checking electrical appliances are switched off.
- ❖ Basic repair and maintenance tasks which may include minor repairs to furniture and fixtures and minor decorating tasks, commensurate with skills and experience.
- ❖ Maintain a record of any incidents that occur each day i.e., vandalism, security issues, student concerns and any other relevant incidents, all of which should be reported to the Premises Manager.
- ❖ Ensure that the highest standards of health and safety are maintained at all times.
- ❖ Undertake all appropriate safeguarding and health & safety training as directed by the Premises Manager.

General responsibilities applicable to all CELT staff

- ❖ Be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ Be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ Promote Equality and Diversity in all aspects of work.
- ❖ Co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ Work effectively with other members of staff to meet the needs of all students.
- ❖ Attend staff meetings and Trust-based INSET as required.
- ❖ Be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ Maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

CELT Special Conditions of Employment

- ❖ Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- ❖ The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.
- ❖ All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Note

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

Person Specification

	Essential	Desirable	Assessed
Education and Training		<ul style="list-style-type: none"> Evidence of relevant training in a work setting. 	Application Form/ Certificates
Experience, Knowledge and Skills	<ul style="list-style-type: none"> Good organisational skills. Ability to prioritise and manage workload effectively. Good communication skills. Ability to build effective working relationships. Ability to understand verbal and written instructions in order to perform duties. Ability to safely use cleaning equipment, vacuums, floor scrubbers and other related equipment. Ability to read, understand, follow, and enforce safety procedures. Ability to lift and/or move heavy objects e.g. floor scrubbing machines, delivery orders, boxes of cleaning products etc. 	<ul style="list-style-type: none"> Evidence of relevant experience in a work setting. Knowledge of various cleaning products and when to use them. Knowledge of safety guidelines when working with chemical cleaners. Basic DIY skills. Knowledge of guidance and requirements around safeguarding children. 	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> Demonstrates a calm, positive, self-motivated and enthusiastic manner. Team player, willingness to support others. A high level of patience and empathy with children and young people. Sensitivity to the needs of a wide range of users of the school. 		Application Form/ Interview
Additional requirements	<ul style="list-style-type: none"> Ability to perform the physical requirements of the job e.g. cleaning, lifting, moving and carrying items. Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School. Commitment to safeguarding, wellbeing and equality. 	<ul style="list-style-type: none"> Ability and willingness to work flexibly e.g. providing cover when Site Support team colleagues are sick. 	Application Form/ Interview

Job Description and Person Specification reviewed 04-07-2022