

IET Cleaning Technician

Job Title	IET Cleaning Technician
Salary	£18,150 FTE
Type of contract	Full time (all year around)
Weekly hours	12.5 Hours per week
Location	Doncaster
Closing Date	30/09/2021

Key Responsibilities/Job Description:

- Organise and carry out all allocated work to fulfil cleaning requirements.
- Undertake any necessary training/instruction for cleaners.
- Maintain health and safety and carry out all work in accordance with safe working practices.
- Rooms: Cleans and disinfects sinks, countertops, toilets, mirrors, floors, etc. Replenishes bathroom supplies. Polishes metalwork, such as fixtures and fittings
- Floors: Sweeps, mops, vacuums, floors using brushes, mops, vacuum cleaners and automated floor polishers. Other floor work may be required such as: scrubbing, waxing and polishing floors.
- Dust: Dusts furniture, equipment, partitions, etc
- Waste: Empties waste bins and recyclables and transports to disposal area.
- Cleans rugs, carpets, and upholstered furniture, using vacuum cleaner, washes walls and woodwork, washes windows, door panels, partitions, sills, etc
- Litter pick internally and externally
- Movement of equipment specific to the post
- General housekeeping of the full site including toilets and recreational areas
- Deal with and clean spillages, sickness and incidents.
- Establish good working relationships with all academy staff, students, Trust staff and visitors
- Carry out any other duties commensurate with the grade and general responsibilities of the post
- Comply with Health and Safety Regulations.

All Trust Staff Should:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Person Specification

Application (A), Interview (I) Task (T), Reference (I)

Professional knowledge, skills and understanding	Essential	Desirable
Ability to work both as a member of a team and on own and to deal with any unexpected problems that may arise	A I	
Ability to relate well to children and adults	A I	
Ability to work in an organised and methodical manner	A I	
Ability to complete cleaning tasks to desired standards and to work to time constraints	A I T	
Some knowledge of Health and Safety procedures and precautions as they relate to the operation of cleaning equipment and the dilution of cleaning materials	A I T	
Ability to read, understand, follow and respond appropriately to instructions	A I T	
Display a conscientious and logical approach to the variety of tasks necessary for the smooth and efficient running of the academy	A I T	
Experience	Essential	Desirable
General understanding of academy policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection	A I T	
Practical Skills	Essential	Desirable
Flexible approach to work as well as good organisational and communication skills	A I R	
Ability to work collaboratively and effectively within a team	A I R	
Ability to work independently and to show initiative	A I R	
Ability to work under pressure, prioritise and meet deadlines	A I R T	
Friendly, approachable and non-confrontational manner combined with the ability to be firm	A I R	
Personal Qualities and Essential Attributes	Essential	Desirable
A professional approach in both manner and physical appearance	I	
Ability to demonstrate discretion, confidentiality and commitment	I R	
Enthusiasm, determination and insistence on high standards	I	
Flexibility and good sense of humour	I	
A proven track record of excellent attendance and punctuality	R	

Ability to work with or without supervision	A I R T	
Commitment to safeguarding and promoting the welfare of children and young people	A I	
High expectations of self and others	Essential	Desirable
A flexible and adaptable approach	A I	
An innovator with the desire to continue to learn	A I	
Safeguarding Students	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people	I	
Equal Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

Application Process

An application form can be found on our website at <https://www.isleeducationtrust.co.uk/IET/vacancies/vacancies.php>

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.