



Location: Brixham College

Grade: Grade A

Responsible to: Premises Manager

Hours of Work: 15 (Monday – Friday / term time only)

Revised: July 2021

The duties of the Cleaner include the following:

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils
- Locking and unlocking windows as directed
- Undertaking training in use of methods, materials and equipment as instructed by your Supervisor
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health and Safety practices within the College
- Replenishing supplies of toiletries, plastic bags, paper towels, hand gel etc as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when in use.
- Reporting any cleaning concerns to the Premises Manager
- To ensure mops, clothes etc are washed and left to dry as appropriate at the end of each session
- Reporting immediately to your Premises Manager any defective electrical sockets, lightening, vandalism etc in your cleaning area.
- Ensuring the Premises Manager is aware of low stock levels of materials and equipment for which you are responsible.
- Assist in keeping chemicals and cleaning materials equipment storage areas in a clean and tidy condition.
- Covering for colleagues when required, which may involve some change in hours/times/areas
- Undertake, during holiday periods, a complete 'spring' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors, etc., to ensure all areas are clean and fresh.
- Any other duties, as directed by your supervisor as required, commensurate with the level of the job.

College Behaviours

There is an understanding within our community that our students deserve excellence and this is delivered by a belief that excellence is best delivered when there is a shared view on what is important in our school. We believe that how we do something is as important as what we do. How we do things are encapsulated in our professional contract between colleagues. Regardless of position or role within the College, these behaviours apply to all that are part of our community and are derived from our five shared values.

All Colleagues regardless of position or role are leaders therefore:

- Colleagues and students are scrutinising your behaviour all the time and making judgements about you that will affect their discretionary effort and behaviour.
- Even the small things that you say are important and have an impact in either a positive or negative way.
- When colleagues or students decide to follow you, they do so for two reasons: They think that you are competent and they think that you have integrity.

All Colleagues regardless of position or role are:

- Ambassadors to students, colleagues, parents and the name of Brixham College.
- Role Models to our students, colleagues and parents.
- Expected to demonstrate our Values in our actions and behaviours.

High Expectations – Behaviours

- a) Look professional and smart at all times.
- b) Always be punctual and reliable
- c) Celebrate success at every opportunity
- d) Challenge poor or sloppy standards in a consistent, calm and supportive manner
- e) Do not let a student go past you unchecked in terms of uniform/standards/Ps&Qs – *others will be watching what you do!*
- f) Check the college site is clean, acceptable and safe for students to learn
- g) Ensure that desks and work spaces are clear, tidy and professional in appearance
- h) Check classrooms and work spaces are positive environments and surfaces are free from clutter
- i) Check for graffiti, damaged chairs and report to operations team and check to ensure that every issue raised is addressed
- j) Check the quality and condition of displays are high throughout the College and ensure that improvements are carried out

Knowledge - Behaviours

- a) Know what motivates you and colleagues you work with.
- b) Keep things simple and consistent in any message or communication you give
- c) Operate emails, letters, text whether internal or external in line with College's protocols

Character – Behaviours

- a) Smile and be re-assuring to everyone you meet
- b) Remain calm in stressful situations, be approachable, be fair, be consistent.
- c) Be humble – *you can be ambitious and driven for the College but not for you as an individual – why would people follow you?*
- d) Do not make a promise you cannot keep
- e) Keep confidences or people will not trust you
- f) Remember it's what you listen to not what you say that is the most important to colleagues and students
- g) Take responsibility when you get it wrong and be honest and never blame

Leadership - Behaviours

- a) Always have time for every member of staff – *even though you may not have it.*
- b) Be there every day for students and colleagues
- c) Give praise and lots of it but ensure that it is authentic
- d) Deliver difficult or negative messages 'face to face' never by e-mail
- e) Model exemplary behaviour at all times, lead by example and be tidy and organised in your work
- f) Model the way that we speak to students – *short on negative and long on positive*
- g) Pick up rubbish – role model good behaviour and show attention to detail
- h) Speak to as many members of staff and students as possible by name
- i) Visit the people that you line manage and spend time with them in their office or working space
- j) Keep confidential all aspects of Leadership meetings/paperwork

Continuous Improvement – Behaviours

- a) Let the Principal know of any good practice or behaviour demonstrated by staff or students anywhere so that it can be acknowledged by the Principal and acknowledge by you

Above all colleagues at Brixham College should:

- Do what they say that they are going to do when they say they are going to do it
- Give lots of positive feedback to both colleagues and students
- Maintain a relentless focus on high standards in all that they do
- Value diversity and promote equal opportunities at all times

Child Protection:

- ✓ A commitment to the responsibility of safeguarding and promoting the welfare of young people
- ✓ A commitment to safeguarding and the welfare of children and young persons you are responsible for or come into contact with
- ✓ A commitment to undertake Child Protection training
- ✓ An enhanced DBS is required for the post

Brixham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree and accept the details of this job description:

Signed (Post holder).....

Name.....

Date.....