

At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.



Founded 1636 by Grace, Lady Manners
Lady Manners School

JOB DESCRIPTION

POST TITLE:	Cleaner
MEMBER OF STAFF:	Vacancy
GRADE:	3
RESPONSIBLE FOR:	Not applicable
RESPONSIBLE TO:	Assistant Site Manager

OVERALL RESPONSIBILITY:

To ensure the area allocated is cleaned to a standard required by the Assistant Site Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Cleaning:

1. Empty waste bins.
2. Sweep floors with brushes or impregnated mop-sweepers.
3. Mop floors with wet or damp-mops (using the associated equipment).
4. Vacuum carpeted areas and to 'spot' clean carpets.
5. Use electrically powered scrubbing/polishing machines to burnish, scrub and polish floors. **NB** After receiving proper instruction from Premises Staff/Cleaning Supervisor.
6. Use electrically powered pick-up machines.
7. Dust, wipe, wash or polish as necessary - furniture, ledges, window sills, radiators, shelves and fitments.
8. Replenish consumable items (soap, toilet rolls, paper towels).
9. Clean toilets, urinals, hand basins and sinks.
10. Use such chemical agents as directed by the Premises staff or Cleaning Supervisor in the discharge of cleaning operations or maintenance procedures.
11. Undertake wall washing or inside window pane cleaning to a height of no greater than body height plus an arm's extension from floor level.
12. Cleaners employed in domestic science areas are required to clean cookers and work surface areas.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Undertake training and development activities relevant to the position.

2. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
3. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
4. Support the aims and ethos of the school.
5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.
7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

PERSON SPECIFICATION

	Essential or Desirable
Experience:	
Working in a team	Essential
Previous experience in cleaning industry	Desirable
Knowledge:	
Understanding of the importance of safeguarding children and of safer working practice	Essential
Health and Safety issues (e.g. COSHH, Manual Handling)	Essential
Operation of commercial cleaning equipment	Desirable
Skills:	
Ability to complete cleaning tasks to desired standards	Essential
Ability to work flexibly	Essential
Ability to recognise the need for and maintain a high degree of confidentiality	Essential
Ability to relate to teachers, other professionals, parents and students	Essential
Ability to work as part of a team and on own initiative	Essential
Ability to work calmly and professionally under pressure	Essential
Attention to detail	Essential
Attitudes and Values:	
Commitment to school improvement and raising achievement for all students	Essential
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential

Committed to the needs of the students, parents and other stakeholders	Essential
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	Essential
Adaptable to change	Essential
Ability to relate to and promote the school ethos	Essential
Other:	
Willing to self improve / attend training	Essential

The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

Evidence will be drawn from some or all of:

- Letter in support of application
- Application form
- Response to questions during interview
- Test or task
- References