



Job Description

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| Member of Staff: | Vacancy |
| Post Title: | Cleaner |
| Grade: | 3 |
| Responsible for: | Not applicable |
| Responsible to: | Senior Site Supervisor |

Overall Responsibility:

To ensure the area allocated is cleaned to a standard required by the Senior Site Supervisor.

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 fittings.
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. Support the aims, ethos and priorities of the school.

2. Undertake training and development activities relevant to the position.
3. Maintain an understanding of and work within school policies, procedures and statutory regulations, including in respect of health and safety, equal opportunities, data protection, safeguarding children and safer working practice.
4. 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 |
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| Experience: | |
| Working in a team | Essential |
| Previous experience in cleaning industry | Desirable |
| Qualifications: | |
| Evidence of continuing professional development | Desirable |
| 5 GCSEs grade C+ including English and Mathematics | 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/carers 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 |
| Ability to organise and prioritise work effectively and to deadlines | Essential |
| Good communication skills | Essential |
| Attitudes and Values: | |

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| 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 |
| Takes responsibility and understands accountability | Essential |
| Committed to the needs of the students, parents/carers 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