



CLEANER

GRADE: G1

REPORTS TO: Site Manager

1.	<p>PURPOSE OF JOB: To provide an on-site cleaning service for a specified area, undertaking cleaning tasks set out in a local schedule of work.</p>								
2.	<p>MAIN RESPONSIBILITIES, TASKS AND DUTIES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">i.</td> <td>To be responsible for the cleaning of a specified area in accordance with Federation guidance to achieve expected standards</td> </tr> <tr> <td style="text-align: center;">ii.</td> <td>To safely store cleaning materials and equipment</td> </tr> <tr> <td style="text-align: center;">iii.</td> <td>To report to the Site Manager any problems relating to cleaning equipment and materials</td> </tr> <tr> <td style="text-align: center;">iv.</td> <td>To be a key holder for the school premises where it is considered necessary by the Head of School</td> </tr> </table>	i.	To be responsible for the cleaning of a specified area in accordance with Federation guidance to achieve expected standards	ii.	To safely store cleaning materials and equipment	iii.	To report to the Site Manager any problems relating to cleaning equipment and materials	iv.	To be a key holder for the school premises where it is considered necessary by the Head of School
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3.	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p>								
4.	<p>CREATIVITY & INNOVATION <i>(what innovative & imaginative responses to issues are required to resolve problems?)</i></p> <p>Little or no opportunity for creativity or innovation.</p>								
5.	<p>CONTACTS & RELATIONSHIPS <i>(what personal contacts and relationships are required with other people and organisations to carry out the job?)</i></p> <p>Contact with Line Manager and / or Head of School Some contact with teaching staff and / or students.</p>								
6.	<p>DECISIONS <i>(a requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions)</i></p> <p>a) Discretion – the post holder has the following discretions:</p> <p>Limited opportunity for discretion. Work is within clearly defined procedures. The postholder is able to prioritise some tasks, for example order of cleaning.</p> <p>b) Consequences – the consequences of the post holder’s decisions can be anticipated to impact on the following:</p> <p>Impact on the cleanliness within the school which can be easily identified and quickly remedied.</p>								

7.	<p>RESOURCES <i>(the post holder is personally accountable / responsible for the following:)</i></p> <p>Cleaning equipment, buffer, vacuum cleaner, cleaning materials etc.</p>
8.	<p>WORK ENVIRONMENT</p> <p>a) Work Demands <i>(impact of deadlines and changing and conflicting priorities)</i></p> <p>Work may be carried out in different order but does not affect the programme of work.</p>
	<p>b) Physical Demands <i>(continuing physical effort, bending, lifting, pushing etc.)</i></p> <p>Physical effort necessary to carry out cleaning role, bending, manual handling, pushing e.g. use of buffer.</p>
	<p>c) Working Conditions <i>(exposure to disagreeable or unpleasant conditions)</i></p> <p>Some lone working may be necessary. Possible exposure to human waste and / or bodily fluids. Exposure to normal levels of dust found within a school environment.</p>
	<p>d) Work Context <i>(potential risk to safety & well-being, including abuse and aggression)</i></p> <p>Postholder will be working with cleaning materials and equipment.</p>
9.	<p>KNOWLEDGE AND SKILLS <i>(required to be fully competent in the post)</i></p> <p>The post holder should have an understanding of Health and Safety and safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p>
9.	<p>OTHER DUTIES</p> <p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade will be with the consent of the post holder.</p>

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> Willing to undertake any in-service training offered which is relevant to the duties of the post 	<ul style="list-style-type: none"> COSHH Storage of hazardous substances

EXPERIENCE	<ul style="list-style-type: none"> • Experience of working & cleaning in a school environment • Experience of basic first aid 	•
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of current safeguarding legislation 	•
SKILLS	<ul style="list-style-type: none"> • Ability to work as part of a team and independently as required • Good communication skills • Attention to detail • The ability to follow instructions 	•
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Hard worker • Reliable • Honest • Flexible • Enthusiastic 	•
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • An enhanced Disclosure and Barring check will be required for this role 	•

Examples of evidence that could be provided in support of the Personal Learning Journey:

- Training undertaken, how that has been implemented and the impact it has had
- Any qualifications achieved
- Communications with others
- Quality checks from Team Leader

(this list is not exhaustive and is to give examples only)

I confirm that I have received a copy of this job description and person specification:

Signed

Name

Date