



Job Description

Post title	Cleaner (one year fixed term)
Academy	Haberdashers' Aske's Hatcham College
Grade	£11,793.60 (£14,112 Scale 0, Spine Point C pro rata) for 30 hours per week/42.9 weeks per year
Responsible for	No line management responsibilities
Responsible to	Site supervisor

Summary of the overall purpose of the job

To undertake cleaning duties at the school in order to maintain high standards of cleanliness and hygiene.

Key responsibilities and objectives of the job

- All internal areas including classrooms, offices, toilets to be cleaned daily, with approved materials and chemicals in accordance with local guidelines and health and safety regulations.
- All floor areas and stairwells (carpet and hard floor areas) to be vacuumed mopped or suitably cleaned daily.
- All furniture in classrooms and offices including desks and tables to be cleaned daily as directed.
- All furniture in toilet areas (vanity units; wash hand basins; toilet pans and urinals) to be cleaned daily as directed.
- All door windows and kick-plates to be cleaned when necessary.
- All rubbish to be cleared, bagged and removed to the appropriate bin collection point daily.
- Clean up body fluids, vomit and other soiling as soon as practicable, using approved materials and chemicals.
- To have a general awareness of security issues (doors, windows, intruders, etc.) throughout the College.
- To make reports on damage or graffiti to the Senior Site Supervisor when discovered during the course of cleaning duty.

General responsibilities and objectives

- To keep up to date with all the policies and procedures of the Federation as they impact on this post or as they impact on all employment matters.
- To respect and actively promote equality of opportunity in line with the policy of the Federation.

- To respect support and actively promote the vision & ethos of the Federation. To act as a positive representative of and ambassador for the Federation in its contacts with outside bodies and organisations.
- To cover for absent colleagues as requested by the line manager
- To undertake any other duties as required within the grading and remit of the post and to actively assist to cover staff sickness or other absences as required by the line manager
- To be committed to safeguarding the welfare of children & vulnerable adults
- To cooperate with the application for an Enhanced Disclosure from the Disclosure and Barring Service
- To complete the Safeguarding training on appointment and periodically thereafter as detailed in the Safeguarding policy

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: 01/08/2016

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
• No specific educational qualifications are required.			N/A
Knowledge/skills			
• Basic written skills in order to complete relevant forms	X		AP, I, R
• Knowledge of Health and Safety issues (General) and Control of Substances Hazardous to Health (COSHH)		X	AP, I, R
Experience			
• Able to maintain high standards of cleanliness and hygiene within the development and in other areas as required.	X		AP, I, R
• Experience of cleaning in a domestic or workplace setting	X		AP, I, R
• Able to carry out duties safely and identify and report hazards and risks	X		AP, I, R
• Able to undertake a range of manual cleaning activities	X		AP, I, R
• Experience of general cleaning activities.	X		AP, I, R
Personal characteristics/other requirements			
• Able to follow cleaning schedules and procedures	X		AP, I, R
• Able to work individually and as part of a staff team		X	AP, I, R
• Able to communicate with appropriate staff regarding cleaning supplies running low	X		AP, I, R
• Self-motivated and able to use own initiative.	X		AP, I, R
• Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons.	X		AP, I,