

Cleaner

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| Job Description | |
| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| Summary of the role | **Job Title:**  Cleaner  **Department:** Cleaning Services  **Job Purpose:** To clean and maintain to a high standard designated areas throughout the School  **Reporting Line:** General Services Manager  **Supervisor:** Assistant Cleaning Services Manager  **Hours:** 6.00am to 9.00 Monday to Saturday, term time plus 2 weeks in the School holidays |
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| Main duties and responsibilities | This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.  The main duties and responsibilities of the Cleaner are as follows (this list is not exhaustive):   * To clean and maintain all designated areas to high standards. This may include classrooms, toilets, wash rooms, offices, corridors, stairs, stairwells and other designated areas * To clean all designated areas in accordance with departmental quality controls and standards and as instructed by the General Services Manager or Assistant Cleaning Services Manager * To use cleaning materials appropriately and inform the Assistant Cleaning Services Manager when stocks are low * To ensure all cleaning equipment and chemicals are stored correctly and securely locked away in accordance with COSHH regulations * To ensure that tools and equipment are in good working order and report any faults * To ensure all Health and Safety regulations are adhered to and to report any concerns * To ensure that cleaners’ storage lockers and cupboards are kept clean and tidy * To undertake any non-routine cleaning tasks as instructed by the General Services Manager or Assistant Cleaning Services Manager. All cleaners are required to contribute to major cleaning tasks during school holidays * To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information * To carry out any other reasonable duties required by the General Services Manager or Assistant Cleaning Services Manager |

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

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| Person Specification – Cleaner | | | |
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|  | **Essential**  These are qualities without which the Applicant could not be appointed | **Desirable**  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | **Method of  assessment** |
| **Qualifications** | Ability to read and understand instructions |  |  |
| **Experience** | Experience of cleaning within the cleaning industry | Experience of cleaning commercial premises  Experience of working within an educational environment | *Application form and interview* |
| **Skills and Knowledge** | Effective time management and organisational skills  Effective communication skills  Able to follow procedures effectively  Able to clean all designated areas in accordance with departmental quality controls and standards  Good interpersonal skills and the ability to develop effective working relationships with others  Knowledge of cleaning equipment and chemicals | Knowledge of COSHH (Control of Substances Hazardous to Health) regulations | *Application form, references* *and interview* |
| **Personal competencies and qualities** | Commitment to achieving high standards of cleanliness and hygiene  Adaptable and flexile to meet the needs of the School  Able to use initiative to work effectively unsupervised and complete set tasks |  | *Interview and references* |