Macintosh HD:Users:cls2:Desktop:RGSW letterhead template Folder:Links:RGSW_logo.eps**Job Description and Specification**

**Cleaner – RGS Worcester**

**Responsible to:** Cleaning Team Supervisor/Operations and Projects Manager

**Responsible for:** n/a

**Location:** RGS Worcester/RGS Springfield/RGS The Grange plus RGS Worcester/RGS Springfield/RGS The Grange when required.

**Member of:** Cleaning Team North/West/South

**General Purpose**

To maintain the school premises to a high standard of cleanliness; required to clean all rooms, including classrooms, laboratories, offices, toilets, cloakrooms, staircases, corridors, halls and all other areas. Implementation of work schedules, as directed by the Team Leader.

To generally assist with the security, safety and upkeep of the school by reporting faults, closing doors, closing windows and turning off lights.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Duties and Responsibilities.**

1. Carry out the cleaning of the school areas as allocated and instructed by the Team Leader and/or Services Manager.

2. To use the cleaning materials provided correctly and economically.

3. To operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.

4. To maintain confidentiality in respect of school related matters and to prevent disclosure of confidential and sensitive information.

5. To comply with the policies and procedures laid down at all times, particularly in relation to Health and Safety.

6. Duties to include the following:

* Vacuum cleaning of hard and soft floors.
* Spot cleaning of spillages.
* Wiping furniture, ledges, pipes, paintwork, doors and cleaning glazing.
* Polishing woodwork and metalwork as required.
* Emptying and cleaning of waste and recycling bins.
* Cleaning toilets including sanitary fittings and surrounds.
* Mopping, machine scrubbing and cleaning hard floor surfaces.
* Cleaning staff restrooms and utility areas.
* Stripping, preparing and sealing vinyl hard floors.
* Collection and movement of cleaning materials on site.
* Replenishing supplies in toilets, laboratories etc.
* Disposal of general rubbish from areas of the school.
* Segregation of recycling waste as appropriate.
* Closing windows and doors once areas have been cleaned.
* Switching off unwanted lights and electrical appliances.
* Reporting defects or hazards to the Team Leader and/or Services

Manager.

* Such other duties as may be allocated from time to time by the Team Leader

and/or Services Manager.

**Working Conditions**

*There may be times when you will be working in old buildings where floors or surfaces may be uneven. You may be requested to pick up additional work at short notice due to the changing needs of the School. (Parking is not guaranteed.)*

**Job Specification**

|  |  |  |
| --- | --- | --- |
| **Competencies** *These are the skills and abilities required to successfully perform the key tasks.* | **Essential** | **Desirable** |
| Able to communicate clearly and effectively and follow instructions. | x |  |
| Ability to work to schedule within area allocated. | x |  |
| Willing to undertake training when required. | x |  |
| Able to work without supervision or as part of a team. Be flexible to the changing demands of the job. | x |  |
| Take pride in a job well done. | x |  |
| Trustworthy, reliable and tactful. | x |  |
| Must be in good health and able to carry out manual work for most of the working period, including manual handling. | x |  |
| Co-operative and friendly attitude to all school staff, visitors and pupils with a ‘can do’ attitude and positive outlook with a sense of humour. | x |  |
| **Knowledge and Experience** *State the necessary level of education and qualifications and training required to perform the job.* | **Essential** | **Desirable** |
| Previous experience of cleaning |  | x |
| Experience and/or willingness to use stepladders and other access equipment would be beneficial, although full training will be provided. |  | x |
| Experience in using industrial cleaning equipment, cleaning chemicals and materials is desirable. In the absence of experience a willingness to learn is essential. |  | x |
| Practical awareness of Health and Safety in relation to the role and of the need to work safely at all times and use Personal Protective Equipment (PPE) when appropriate. |  | x |
| Able to operate in compliance with the Data Protection Act 1998 |  | x |

***The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.***

