

## Cleaner (Fixed Term Contract February to 30 June 2021)

### 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	<p><b>Job Title:</b> Cleaner</p> <p><b>Location:</b> Main School Estate / Boarding Houses</p> <p><b>Job Purpose:</b> To clean and maintain to a high standard designated areas throughout the entire school site as needed (main school site and boarding houses)</p> <p><b>Reporting Line:</b> Cleaning Manager / Boarding Houseparents</p> <p><b>Hours:</b> 9.00am to 4.30pm Monday to Friday and (with a one hour unpaid lunchbreak). The post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).</p>
Main duties and responsibilities	<p>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 will include (although this list is not exhaustive):</p> <ul style="list-style-type: none"> <li>• To clean and maintain all designated areas to high standards, in accordance with agreed procedures. This will include classrooms, toilets, offices, corridors, stairs, bedrooms, bathrooms, kitchen and dining areas, living rooms and study areas etc.</li> <li>• To use cleaning materials appropriately and inform the Matron or Cleaning Manager when stocks are low.</li> <li>• To ensure all cleaning equipment and chemicals are stored correctly and locked away (in accordance with COSHH regulations) and to keep cleaning cupboards/storage areas clean and tidy.</li> <li>• To ensure that cleaning equipment is in good working order and to report any faults as necessary.</li> <li>• To adhere to all Health and Safety regulations and report any concerns to the Matron, Boarding Houseparents or Cleaning Manager</li> <li>• To attend training sessions as required.</li> <li>• To undertake any non-routine cleaning tasks as requested by the Matron, Boarding Houseparent or Cleaning Manager.</li> </ul>

	<ul style="list-style-type: none"><li>• To carry out any other reasonable duties as required by the Houseparent or Cleaning Manager.</li><li>• To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.</li></ul>
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

## Person Specification – Cleaner

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	<b>Essential</b>  These are qualities without which the Applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	Ability to understand written/oral instructions/requests		<i>Certificates</i>
<b>Experience</b>	Experience of cleaning within the cleaning industry	Experience of cleaning commercial premises  Experience of working within the education sector	<i>Application form and references</i>
<b>Skills and Knowledge</b>	Effective time management and organisational skills  Effective communication skills  Able to follow procedures and clean in accordance with agreed quality controls and standards  Knowledge of cleaning equipment and chemicals	Knowledge of COSHH (Control of substances hazardous to health) regulations	<i>Application form, references and interview</i>
<b>Personal competencies and qualities</b>	Able to demonstrate a positive and flexible approach to work  Able to work effectively unsupervised to complete set tasks and use initiative when necessary  Able to work well as part of a team and assist colleagues as needed  Commitment to high standards of work		<i>Interview and references</i>