**London Borough of Havering**

**Children’s Services Directorate**

**Model Job Profile**

**Job Title:** Cleaner

**Grade:** APTC Scale 1

**School:**

**Reports to:** Site Manager

**Staff Managed (if any):**

**Job Purpose and Content**

A cleaner will normally be one of a team of cleaners who work under the day to day supervision of the cleaning supervisor or the school site manager/school keeper. Specific duties and designated areas of the premises are usually allocated depending on the needs of the school and the cleaner is responsible for making sure those areas are clean, sanitary and safe for use.

The nature and intensity of the work required varies with the season and depending on whether the school is in session. During closures a school may carry out a programme of special cleaning and the cleaner may be expected to contribute to these programmes.

A cleaner may be expected to:

* use cleaning products, chemicals and materials that require safe handling procedures
* use a variety of machines required in school cleaning
* clean up body fluids using agreed safe handling procedures
* respond to the results of emergencies and accidents, for example, flooding
* lift, carry and move school furniture and equipment

**Principal Duties and Responsibilities**

1. Remove loose dust and debris from floors, surfaces, plant and equipment by hand and/or using the machines provided
2. Clean floors, potentially of a wide variety of surface materials, by hand and/or machine and using a variety of cleaning products and chemicals
3. Clean furniture, fittings, soft furnishings and equipment
4. Clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas
5. Clean and remove body fluids using safe handling procedures
6. Refill and replace relevant consumables, for example, toilet tissue, hand towels and so forth
7. Clean vertical surfaces, including walls, doors and partitions, which may include cleaning glass
8. Remove rubbish and waste, including:

* waste that requires safe handling procedures
* waste separation to comply with re-use and re-cycling processes
* waste classified as unsanitary, hazardous and/or dangerous

1. Use the relevant procedures of the school to record work carried out
2. Note breakages, repairs and/or maintenance required and inform the relevant supervisor
3. Operate a variety of machines used for cleaning and report faults to the cleaning supervisor where relevant
4. Be responsible for safety, security and appropriate energy conservation within the areas of the school designated for cleaning, in accordance with the procedures of the school
5. Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment, reporting concerns to the cleaning supervisor where necessary
6. Work, support and cooperate with others to make sure the responsibilities of the post are carried out
7. Work in accordance with the values, culture, ethos, equalities and inclusion policies of the school, proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviour in the day to day operation of the job
8. Complete a school based induction and any subsequent training required to improved performance
9. Take part in the school performance management system, including attending meetings

**Notes:**

* the authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description but which is in the remit of the duties and responsibilities
* this is a new job description for a new post and will be subject to review with the postholder after one year. It may then be reviewed again from time to time thereafter

**London Borough of Havering**

**Children’s Services Directorate**

**Cleaner**

**Model Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills and Abilities** | **Essential** | **Desirable** | **Assessed by** |
| Ability to organise one’s own work, to prioritise tasks and keep to deadlines | **√** |  | Application and interview |
| Ability to work independently and support the work of the team | **√** |  | Application and Interview |
| Ability to be flexible and respond effectively to the ‘unexpected’ | **√** |  | Application and Interview |
| Ability to communicate and interact effectively with adults | **√** |  | Application and Interview |
| Ability and willingness to carry out the instructions of supervisors and managers | **√** |  | Interview |
| **Knowledge** |  |  |  |
| An understanding of basic health, safety and security issues in schools | **√** |  | Interview |
| An understanding of the various cleaning methods and techniques | **√** |  | Application and Interview |
| An understanding of basic cleaning chemicals and products and their appropriate use in accordance with the COSHH regulations | **√** |  | Application and Interview |
| An understanding of quality and customer service as applied to work in schools | **√** |  | Application and Interview |
| **Qualifications and Experience** |  |  |  |
| Willingness to successfully complete the range of training equivalent to the job | **√** |  | Interview |
| GCSE English and maths grade A-C or equivalent qualification |  | **√** | Application and Interview |
| Six months cleaning experience either on a paid or voluntary basis |  | **√** | Application and Interview |
| Willingness and motivation to develop own skills and work towards NVQ Level 1 – Cleaning and Support Services (Cleaning Building Interiors) |  | **√** | Interview |