

<b>Job Description</b>		
<b>CLEANER</b> <b>NJE Grade 1 scp 1-2</b> <b>Living Wage Applies</b>	<b>QUARRYDALE ACADEMY</b>	<b>Post Ref</b>  <b>Profile Premises 1</b>
<b>Job Purpose</b> Under the direction and instruction of Site Management and Senior Staff, to undertake the cleaning of designated areas within the Academy premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards		
<b>Key Responsibilities</b>  <ol style="list-style-type: none"> <li>1. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards</li> <li>2. Emptying litter bins, etc., and removing waste to designated areas.</li> <li>3. Cleaning of toilets and washrooms to the required standard where allocated</li> <li>4. Spray cleaning, scrubbing floors and re-sealing with polish.</li> <li>5. Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners).</li> <li>6. Cleaning of working surfaces and other furniture as directed.</li> <li>7. Clearing up after flooding and/or any other emergency cleaning.</li> <li>8. Effective and efficient on site liaison with site representatives in order to deliver excellent standards of customer care.</li> <li>9. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li> </ol>		

<b>Person Specification</b>	
<b>Education and Knowledge</b> Basic literacy and numeracy skills gained from general education or equivalent necessary to undertake a limited number of tasks. Knowledge of cleaning procedures and use of basic cleaning equipment and products.	<b>Personal skills and general competencies</b> Ability to work to deadlines Ability to read and apply COSHH data applicable to cleaning materials used Ability to work on own and as part of a team Personal drive to produce a clean and tidy place of work for all staff
<b>Experience</b> Previous cleaning experience in a school environment is desirable.	