



JOB DESCRIPTION

DESIGNATION:	CLEANER
POST RESPONSIBLE TO	SCHOOL BUSINESS MANAGER
POST GRADE	LEVEL 2 SCP 2 - £9.18/hourly rate
WORKING HOURS	11.25 HOURS PER WEEK , 45.40 WEEKS - including inset days
WORKING PATTERN	From 3.30pm Monday to Friday < 2.25hrs per day > with some deep cleaning work undertaken during specified school holidays

PURPOSE OF THE POST

DUTIES:

Under the direction of the Business Manager or Caretaker:

1. To provide a high quality cleaning service throughout a designated area of the school individually or as part of a team.
2. To maintain high standards of cleanliness and hygiene, carrying out the following tasks:
 - Mopping
 - Sweeping
 - Vacuuming
 - Buffing
 - Polishing and Dusting
 - Emptying of litter bins
3. To maintain professional & honest conduct at all times.
4. To undertake any training specified for the post
5. Any other duties commensurate to the post.

This post is subjected to a criminal conviction check and suitability check for people working with children and young persons.

PERSON SPECIFICATION

POST: Cleaner

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS/EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a similar role 	<ul style="list-style-type: none"> • Experience of working in a similar role in schools 	<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • A working knowledge of maintaining standards of hygiene and cleanliness • An understanding and proven track record of team work 	<ul style="list-style-type: none"> • A working knowledge of maintaining standards of hygiene and cleanliness in schools 	<ul style="list-style-type: none"> ➤ References ➤ Interview
COMMUNICATION	<ul style="list-style-type: none"> • The ability to communicate effectively, verbally, to a range of audiences. 		<ul style="list-style-type: none"> ➤ Application Form ➤ Interview
SKILLS AND APTITUDES	<ul style="list-style-type: none"> • The ability to provide a high quality cleaning service as part of a team 		<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
DISPOSITION	<ul style="list-style-type: none"> • Friendly and approachable • Able to work flexibly as part of a team 		<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> ➤ Passionate about assisting to maintain a clean and safe learning environment for children ➤ Willingness to be involved in the wider life of the school ➤ Ability to prioritise ➤ Good interpersonal/communication skills 		<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ➤ An Enhanced Criminal Records Bureau clearance is essential ➤ A clear declaration by association is essential ➤ A good health and attendance record. ➤ Comply with the City Council's No Smoking at work, alcohol at work and health & safety policies. 		<ul style="list-style-type: none"> ➤ Documentary Evidence