

## JOB DESCRIPTION

**TITLE:** Cleaning Operative

**SCHOOL:**

**RESPONSIBLE TO:** Cleaning Supervisor/Caretaker/Site Agent/Premises Manager

**GRADE:** L1A

### PURPOSE OF POST:

To maintain a specified standard of cleanliness in the school premises.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

	<u>%</u>
1. Carry out a range of cleaning operations to prescribed standards as instructed by the Site Agent/Premises Manager or other authorised persons.	80
2. Use professional cleaning materials and industrial machinery in a safe and economical manner and wear appropriate protective clothing as supplied.	10
3. Clear and remove rubbish and other items from areas within the cleaning contract.	2
4. Report to the line supervisor, or authorised deputy, issues that are likely to affect the work of a cleaning operative.	3
5. Ensure that hand tools and equipment are in good working condition and that storage lockers and cupboards of Cleaning Operatives are clean and tidy.	2
6. Ensure the security of areas at the completion of cleaning duties.	3

### DIMENSIONS:

Staffing: None

Finance: None

Physical Resources: Cleaning equipment, protective clothing, industrial chemicals.

**CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Cleaning operatives work as part of this team in cleaning a variety of buildings within the school. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of fixtures and fittings and stripping and resealing of designated surfaces using, where appropriate, the necessary powered equipment, cleaning agents and chemicals (for which appropriate training will be given). Work may require the removal of heavy obstructions including rubbish and furniture, the cleaning of heavily soiled areas and the removal of obnoxious substances and materials (body fluids and other organic substances, and sanitary items) for which special equipment and clothing is provided.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**Physical Effort:**

Duties will require the use of physical effort on a daily basis:

- lifting Mop Bucket to fill and empty,
- use of a vacuum cleaner, with some stair work involved,
- occasional bending, stretching and awkward positions required bi annually during periods of Deep Cleaning.
- rotary and other cleaning machines will be used on a minimum of a weekly basis.

**Working Environment:**

Condition may be dusty and warm.

Sanitary Areas which are open for public use could suffer from user misuse and this can lead to unpleasant conditions.

Physical contact with unpleasant substances. E.g. Body Fluids, Faeces.

*'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'*

*'CVs will not be accepted for any posts based in schools.'*

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>			Experience of industrial/public cleaning services.	1,2
			Experience of working in a school environment.	1,2
<b>Skills/Abilities</b>	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1, 2, 5		
	Able to read or follow instructions on the use of cleaning materials	1,2,	Able to use industrial cleaning machinery, ie, Wrangler Scrubbers/Buffers/Polishers	1,2
	Able to attain a consistent specified standard of cleaning.	1, 2,5		
	Able to organise own time to meet individual work schedules.	1,2		
	Able to work positively as a member of a team.	1,2		
<b>Competencies</b>	Able to form appropriate relationships with young people	1,2		
<b>Equality Issues</b>	Have some understanding of the effects of discrimination on providing services and on the people you are working with.	1,2		
<b>Specialist Knowledge</b>			BICSc Cleaning Operatives Proficiency Certificate in 40+ Tasks	4
<b>Education and Training</b>	Willing to be trained in cleaning tasks as required.	1,2		
<b>Other Requirements</b>	Able to lift and carry heaving cleaning equipment, furniture, rubbish. Wear personal protective equipment as supplied.	1,2		
		1,2		

		1,2		
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**( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

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Please note if you are shortlisted for this role, an online name search will be undertaken, as per Keeping Children Safe in Education. The purpose of the search is to help identify any incidents or issues that have happened, and are publicly available online, which school might want to explore with you at interview. Further information on how online searches will be undertaken can be found in our schools Recruitment and Selection Policy.

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