



JOB DESCRIPTION

Title:	Cleaner
Grade and Salary:	LS Grade 2
Contract:	Permanent, Part-time, under Local Government Terms and Conditions
Responsible To:	Cleaning Supervisor
Job Purpose:	To ensure that a high level of cleanliness is maintained throughout the School/College on a daily basis.

Core Activities

- To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
- Use electrical and mechanical equipment, floor polishers, etc. when necessary and after appropriate training.
- Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
- Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
- To be responsible for the care of all cleaning equipment and materials assigned to them.
- Where practicable ensure windows and doors are closed and locked when leaving rooms.
- Report to the Premise Officer any defects seen, likely to effect security i.e. broken windows, window catches.
- To be aware of their responsibilities for the Health & Safety of themselves and others.
- Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.

General Duties and Responsibilities

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school
- To take part in personal professional development activities
- Adhere to School policies and procedures e.g. Equality and Diversity; Health & Safety
- To cover for absent staff
- To contribute to the general organisation of the School
- To work flexibly and respond to School needs as requested by members of Senior Leadership Team or the designated representative



PERSON SPECIFICATION Cleaner

The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - good standard of Numeracy/literacy and IT skills 	
Experience	<ul style="list-style-type: none"> - knowledge of basic cleaning techniques - ability to follow and understand instruction and relevant procedures 	<ul style="list-style-type: none"> - experience in a similar role
School Ethos	<ul style="list-style-type: none"> - an ability to defuse situations and handle crises 	
Relationships	<ul style="list-style-type: none"> - an ability to relate well to young people and adults 	
Management	<ul style="list-style-type: none"> - ability to plan and prioritise own work within established routines, referring only complex issues to Manager 	
Personal Skills	<ul style="list-style-type: none"> - good personal organization - self motivation - an ability to cope with reasonable pressure - an ability to meet deadlines - an ability to use initiative 	<ul style="list-style-type: none"> - interests out of school