



## Job Description

<b>Job Title</b>	Cleaner
<b>Grade / Point</b>	Band 1 / Point 1
<b>Reports to</b>	Caretaker
<b>Liaison with</b>	School Staff
<b>Role summary</b>	Undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition.
<b>Key tasks and activities</b>	<ul style="list-style-type: none"><li>• Clean designated areas to agreed standards of hygiene and cleanliness using products provided by school.</li><li>• Respond to requests and rectifies problems outlined by the senior caretaker or a member of school staff.</li><li>• Collect/dispose of litter found in designated areas in a safe and efficient way.</li><li>• Ensures that the protective clothing supplied and cleaning equipment provided are maintained in a clean and presentable manner.</li><li>• Work to the general specification of the school, in order to complete duties required.</li><li>• To be aware of Health &amp; Safety issues around the building.</li><li>• Report any problems/incidents to the line manager.</li><li>• Any other duties that reasonably fall within the scope of the post</li></ul>
<b>Key skills and competencies</b>	<ul style="list-style-type: none"><li>• To communicate clearly and be able to understand written and verbal instructions.</li><li>• Understanding of the basic principles of health &amp; safety in a school environment including COSHH.</li><li>• Ability to carry out the work under minimal supervision.</li><li>• Ability to adhere to working procedures and policies within the school environment.</li><li>• Ability to operate as part of a team or individually.</li><li>• Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners.</li><li>• Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.</li><li>• Ability to fulfil their cleaning rota within the required time period to the quality standard expected.</li></ul>



<b>Post Title</b>	<b>Cleaner</b>
<b>PLEASE NOTE</b> The method of assessment for each criterion is shown in the right hand columns. The short-listing criteria are indicated by asterisk in the application form column. Short-listing for interview will be based solely on whether the candidate indicates on their application form that they meet these Short-listing Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.	

### Person specification

	METHOD OF ASSESSMENT	METHOD OF ASSESSMENT	METHOD OF ASSESSMENT
	APPLICATION FORM	INTERVIEW	TEST
<b>1. ABILITIES</b>			
<ul style="list-style-type: none"> <li>Ability to work as part of a team.</li> </ul>			*
<ul style="list-style-type: none"> <li>Ability to gain knowledge of health and safety procedures and precautions and COSHH regulations.</li> </ul>		*	
<b>2. SKILLS</b>			
<ul style="list-style-type: none"> <li>A range of cleaning skills which can be utilised in maintaining a clean and safe environment.</li> </ul>	*		*
<b>3. KNOWLEDGE</b>			
<ul style="list-style-type: none"> <li>Knowledge of moving and handling procedures.</li> </ul>		*	*
<ul style="list-style-type: none"> <li>Awareness of health and hygiene procedures.</li> </ul>		*	
<b>4. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>			
<ul style="list-style-type: none"> <li>Cleaning and support services N/SVQ Level 1 <b>OR</b> equivalent experience or equivalent qualification, or willingness to train to achieve these.</li> </ul>	*		
<b>5. EQUAL OPPORTUNITIES RELEVANT TO THE POST (mandatory)</b>			
<ul style="list-style-type: none"> <li>Understanding of, and commitment to, the Council's Equal Opportunities policy.</li> </ul>	*	*	
<b>6. CUSTOMER CARE RELEVANT TO THE POST (mandatory)</b>			