

## SCHOOL GENERIC JOB PROFILE

<b><u>POST TITLE :</u></b>	<b>Cleaning Operative</b>
<b><u>GRADE :</u></b>	<b>SCP3</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Reporting to the Cleaning Supervisor or equivalent</b>
<b><u>JOB PURPOSE :</u></b>	<b>To clean the designated areas in line with the schools quality procedures and work programmes in a safe and efficient manner</b>

### MAIN DUTIES/RESPONSIBILITIES

1. To clean all allocated areas which may include any or all of the following;
  - Toilets and washrooms
  - Offices and classrooms
  - Corridors and walkways
  - School Halls

*(Please note this list is not exhaustive)*
2. To respond to communication with customers / clients and colleagues.
3. To ensure that a high standard of work is maintained in accordance with Quality Systems
4. To comply with Health and Safety policy and systems, including COSHH regulations
5. The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
6. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
7. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
8. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required.
9. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.
10. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
11. Any other duties of a similar nature related to the post which may be required from time to time.

**SCHOOL GENERIC PERSON SPECIFICATION  
CLEANING OPERATIVE**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Experience &amp; Knowledge</b>				D1	Previous cleaning experience in either industrial or contract setting	AF,I,R
				D2	Knowledge of Health and Safety practices at work	AF,I,R
<b>Skills</b>	E1	Good verbal communication skills	I, R	D3	Previous experience of using a range of different cleaning equipment and tools	AF,I,R
	E2	Experience of working with a range of people	AF,I,R	D4	Manual handling training and experience	AF,C
	E3	Ability to maintain high standard level of cleaning	I,R,			
<b>Special Requirements</b>	E4	Motivation to work with children	AF,I,R,D			
	E5	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D			
	E6	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	CRB Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references