



Cleaner Person Specification

Pay Scale/Grade:	Bucks Pay Range Ib, Scale point 5, currently £12.33 an hour (includes 5 weeks paid holiday)
Hours	10 hours per week, term time only (38 weeks per year)
Reports to:	School Business Manager and Caretaker
Responsible for:	Cleaning
Liaison with:	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your application form and supporting statement in the person specification, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Factors		Essential	Desirable
Education. Qualifications and Training	No specific educational qualifications are required		✓
Experience	Experience of general cleaning activities		✓
Knowledge & Understanding	Knowledge of Health and Safety Issues (General and Control of Substances Hazardous to Health (COSHH))		✓
Skills, abilities and personal characteristics	Able to undertake a range of manual cleaning activities	✓	
	Ability to maintain high standards of cleanliness in accordance with specified rotas	✓	
	Ability to work in an organised and methodical manner	✓	
	Ability to use own initiative	✓	
	Ability to work effectively and supportively as a member of the school team		
	Ability to take personal responsibility for standard of work carried out		
Personal Qualities	Clean and smart appearance	✓	
Other	Willingness to work flexible hours on occasions	✓	
	Willingness to maintain confidentiality on all school matters	✓	
	Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons	✓	

Note to applicants:

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of BIS pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance appraisal process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Online checks will be performed below interview.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.