

## **JOB DESCRIPTION**

Job Title:	<b>Cleaner</b>
Job Reference:	<b>SCH001</b>
School:	
Salary Grade:	<b>B</b>
Responsible to:	
Responsible for:	<b>N/A</b>

### **Main Job Purpose**

- 1) Carry out the cleaning of the interior of the school to an agreed standard under the direction of the Cleaner in Charge or Site Manager/Caretaker.
- 2) Ensure the highest standards of cleanliness and general hygiene of the school premises.

### **Main Responsibilities and Duties**

- 1) Clean hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment as directed to an agreed standard, using powered equipment where appropriate.
- 2) Be aware of health and safety issues around the building and work in accordance with safe practices and Health and Safety legislation.
- 3) Report breakdown of any equipment or perceived hazards/incidents in the workplace to the Cleaner in Charge or Site Manager/Caretaker.
- 4) Ensure that good hygiene is maintained using separate cloths and mops for toilets, classrooms and food preparation areas.
- 5) Complete any appropriate records or documentation required by the school.
- 6) Maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school.
- 7) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

- 8) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 9) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

### **Supervision and Management of People**

- 1) No supervisory responsibility other than assisting work familiarisation of peers and new recruits.

### **Knowledge and Skills**

- 1) No formal qualifications or experience required.
- 2) Initial training in basic cleaning methods and use of materials and equipment will be provided within the induction period; further training may be provided thereafter as required.

### **Creativity and Innovation**

- 1) The post has limited scope for creativity and innovation.

### **Contacts and Relationships**

- 1) Regular contact with Cleaner in Charge and Site Manager/Caretaker.
- 2) Contact with other cleaners regarding cleaning duties.
- 3) General contact with other school staff.

### **Decisions**

- 1) The post holder is required to report and record any issues or problems involving cleaning materials, equipment breakdown, and Health and Safety matters to the line manager.

### **Resources**

- 1) Cleaning equipment and materials including chemicals will be used regularly to undertake duties. Training and personal protective equipment will be provided.

### **Work Environment**

- 1) Routine cleaning duties may include the moving and handling of cleaning equipment, chemicals, machinery, and some movement of furniture.
- 2) The cleaning duties will be undertaken indoors on school premises. On occasions this may include cleaning up of bodily fluids.

3) In addition to cleaning, some lifting may be required.

Prepared by: Human Resources  
Date: September 2008

## PERSON SPECIFICATION

Job Title:	<b>Cleaner</b>
Job Reference:	<b>SCH001</b>
School:	

<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience not required</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Willingness to attend school-based training</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work unsupervised, as well as within a team</li> <li>• Ability to utilise cleaning materials safely in accordance with Health and Safety regulations</li> <li>• Ability to handle confidential information with discretion</li> </ul>	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of school's behaviour and management policy and procedures (training provided in school)</li> <li>• Knowledge of school's fire and emergency procedures (training provided in school)</li> <li>• Knowledge of Child Safeguarding procedures (training provided in school)</li> </ul>	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Team player</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced CRB check</li> </ul>	Application form Interview References CRB process