



**Job Description**  
**Cleaner**

**Reports to: Premises Manager and Executive Business Director**

**Grade: Scale 1**

**Main Purpose of the Job**

To work as part of a team to clean the school and maintain standards of hygiene necessary for the health and safety of pupils, staff and visitors to the school. Maintain an environment that will encourage effective working and learning.

**Main Duties and Responsibilities**

1. clean all flooring in a designated area using a vacuum cleaner, broom or mop, ensuring that the floor is left free of dust, litter and washed frequently according to a pre-arranged schedule.
2. Dust or wipe down furniture using polish or proprietary cleaning materials.
3. Using industrial polisher, polish all appropriately surfaced floors according to a pre-arranged schedule.
4. Periodically wash paintwork on walls, windows and doorways.
5. Clean hand basins and toilets to acceptable standards of hygiene.
6. Report any building repairs that are noted during the course of the duties.
7. Use all the equipment and materials with due regard to the health and safety requirements necessary with electrical equipment and hazardous chemicals.
8. Occasionally, to assist with movement of furniture.
9. Undertake all duties in line with the policies of the school, especially those surrounding equality of opportunity and raising achievement.



## PERSON SPECIFICATION

**JOB TITLE:** Cleaner

**POST NO:**

**DEPARTMENT:** Fairlawn

**GRADE:** Scale 1

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Equal Opportunities**

Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues. **S**

### **Knowledge**

Various cleaning techniques. **S**

Health and Safety issues relating to school sites. **S**

### **Aptitude**

Able to work flexibly as part of a team. **S**

### **Skills**

Routine cleaning skills. **S**

### **Experience**

Of cleaning business premises (an advantage) **S**

Of working as part of a team

**S**

### **General Education**

Basic literacy and a willingness to undertake training in cleaning techniques and health and safety issues.

### **Personal Qualities**

Reliability and conscientiousness.

### **Circumstances**

This post is exempt from the Rehabilitation of Offenders Act. Any criminal convictions will need to be declared if you are appointed.

### **Physical**

Good general health.

Able to attend meetings / site visits in locations both inside and outside of the borough.

Able to use computer, telephone, and read correspondence.

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