**Job Description and Personal Specification**

**Job Title:** Cleaner - Permanent - 20hrs

**Grade:** 1 (£22,737 - £23,114) SCP 3 - 4

**Job Location:** Northern Saints CE Academy

**Directorate:** Children’s Services

**Responsible to:** Site Manager / Business Manager

**Responsible for:** N/A

**Overall Objectives of the Post:**

To undertake, individually and as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

**Key Task of the Post**

**You will take part in maintaining the cleaning of a designated area of the school. You will:**

* Empty waste bins, take all rubbish to the designated disposal point.
* Clean all furniture and fittings including ledges, pipe work and radiators.
* Clean all sanitary fitting including toilets, urinals, hand basins, showers, mirrors, etc.
* Vacuum all carpet areas including dust control mats.
* Dust control mop/sweep all hard floor areas suitable for this task, remove dust, litter and debris.
* Dry mop all hard floors suitable for this task, removing marks where possible.
* Spray/polish burnish all hard floors suitable for this task.
* Machine scrub dry hard floors suitable for this task.
* Periodic tasks include wall washing, blinds, light shades, diffusers, etc.
* Clean internal windows and internal glazed areas.

**You will maintain Health and Safety procedures at all times. You will:**

* Ensure security of buildings, i.e check windows and doors are closed/locked.
* Report any faults of electrical equipment, do not use until fault is repaired.
* Ensure correct policy and procedures are maintained including Health and Safety, COSHH, Manual Handling, etc.
* Only use authorised cleaning materials, ensuring correct dilution rate as directed and use only for the purpose indicated.
* Ensure all PPE issued is worn at all times, including tabards and rubber gloves.
* Display wet floor signs as appropriate.

**You will be an effective part of the school team. You will:**

* Works as part of a multi-disciplinary team.
* Participate in training sessions as required.
* Maintain school policy and procedures.
* Maintain a customer friendly service adhering to the agreed code of conduct.

**The post holder must promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.**

**The post holder must act in compliance with data protection in respecting the privacy of personal information held by the Diocese.**

**The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan/DNDLT records and information.**

**The post holder must carry out their duties with full regard to the DNDLT’s Equal Opportunities policy, Code of Conduct, Child Protection Policy and all other DNDLT Policies.**

**The post holder must comply with the DNDLT’s Health and Safety rules, regulations and with Health and Safety legislation.**

**The post holder must be in sympathy with and promote the ethos and values of this Church of England Academy.**

### PERSON SPECIFICATION

**POST: Cleaner Northern Saints Church of England Academy**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHODS OF ASSESSMENT** |
| **Educational Attainment** |  | * NVQ 2 in Cleaning, related field or equivalent
 | * Application Form
* Certificates
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| **Work Experience** | * Experience of working as a cleaner in a commercial and/or domestic setting
 | * Experience of working as a cleaner in an education environment
* Cleaning experience in a large firm/public building
* Experience in handling various cleaning equipment e.g buffer
 | * Application Form
* References
* interview
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| **Knowledge/Skills/Aptitudes** | * Good communication skills
 |  | * Application Form
* References
* Interview
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| **Disposition** | * Flexible approach to work
* Committed to the principles of equality and diversity
* Willingness to develop and be part of a wider team
 |  | * Interview
* References
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| **Circumstances** | * Able to work unsocial hours
* Able to carry out physical duties associated with

the role i.e lifting, bending and operating cleaning equipment* Enhanced clearance from the disclosure and
* Barring Service
 |  | * Interview
* DBS check
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| **Other Requirements** | * Application form should be completed in full
* Personal statements should be clear and concise
* CV’s are not accepted
 |  | * Application Form
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