



Job Description

Job title	Cleaner
Hours of work	15 hours per week, 44 weeks per year
Grade	OAT Premises Grade 1 Spinal Point 1-2
Reports to	Cleaning and midday supervisor
Liaising with	The post holder will liaise with staff and students at all levels in relation to the duties of the post.
Disclosure level	Enhanced DBS (Disclosure Barring Service).

Overall role purpose

Under the direction of the cleaning and midday services supervisor, the post holder is responsible for ensuring the school buildings are fit, clean and in a safe condition for use to the standard required.

Cleaning and preparation

- Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing and toilet cleaning in areas of the establishment.
- May undertake specialised cleaning programmes during school closures or other designated periods.
- Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.
- May be required to undertake first aid duties.

Resources

- Restocking facilities e.g. soap, paper towels.
- Report when stocks are low.
- Store all equipment and chemicals used in the appropriate manner.

Maintenance

- Work to ensure and maintain safety and security of the building and those within it.

Systems, policies and procedures

- Escalate any safety issues to the line manager.
- Work to expected standards and complete work within required timescales.
- Report any faults with materials and/or equipment as necessary.

Team involvement

- May demonstrate own duties to new or less experienced staff.

Building professional relationships

- Exchanges information with their supervisor, head teacher and possibly other staff.

Record keeping and information management

- May complete checklists to say work has been completed.

Problem solving and decision making

- Identify straight forward solutions to simple problems and minimal personal initiative required.

Knowledge, skills and experience

- Understanding of health and safety issues and willingness to undertake training.
- Knowledge of chemicals and proper use of cleaning equipment.
- Awareness of COSHH.
- No previous experience required.
- First aid at work may be a requirement or paediatric first aid.

Physical demands and working conditions

- Required to work in conditions that are generally unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards.
- Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture.

Miscellaneous

- The job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised.
- The duties of the post could vary from time to time as a result of new legislation, changes in technology, or policy changes. Appropriate training will be given to enable the post holder to undertake any new work.

Person Specification			
Qualities and Attributes	Selection criteria	Essential	Desirable
Thinking	<ul style="list-style-type: none"> • Prioritise areas for cleaning; consider which materials and equipment to use. • Ensure cleaning of relevant areas is carried out conscientiously and to agreed standards. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Interpersonal and Communication	<ul style="list-style-type: none"> • Discuss areas to be cleaned and equipment to be used. 	✓	
Initiative and Independence	<ul style="list-style-type: none"> • Follow H&S practices, standards expected in terms of cleanliness and hygiene. • Refer to supervisor details of equipment breakdown and requests for supply of new materials. • Ability to be punctual. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Resource Management	<ul style="list-style-type: none"> • Be responsible for cleaning equipment assigned for use. 	✓	
Physical Skills	<ul style="list-style-type: none"> • Need to stand, walk, scrub, lift and carry sometimes in awkward positions. • Ability to work with a wide range of cleaning materials, including chemicals. • Working with equipment that can be noisy and vibrate. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	✓
General Knowledge	<ul style="list-style-type: none"> • Demonstrate good knowledge and practice of Health and safety. • Good knowledge of cleaning processes. • Commitment to and understanding of equal opportunities. 	✓	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>