



Job Description

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| 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 | | | |
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| 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>✓</p> <p>✓</p> <p>✓</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>✓</p> <p>✓</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>✓</p> | <p>✓</p> <p>✓</p> |