



A Specialist Sports College

JOB DESCRIPTION

Job Title: Cleaner

Scale: 1, (Points 1-3)

Responsible To: Cleaner

Job Purpose: To ensure that a high level of cleanliness is maintained throughout the school on a daily basis.

MAIN DUTIES AND RESPONSIBILITIES:

1. To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2. Use electrical and mechanical equipment, floor polishers, etc. when necessary and after appropriate training.
3. Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
4. Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
5. To be responsible for the care of all cleaning equipment and materials assigned to them.
6. Where practicable ensure windows and doors are closed and locked when leaving rooms.
7. Report to the Premises Officer any defects seen, likely to affect security i.e. broken windows, window catches.
8. To be aware of their responsibilities for the Health & Safety of themselves and others.
9. Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- {a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- {b) Expenses will be paid in accordance with the Local Conditions of Service.
- {c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

PERSON SPECIFICATION

Job Title: Cleaner

Scale: 1

	Essential	Desirable	How assessed
<u>Qualifications</u>	N/A		
<u>Experience</u>	N/A		
<u>Knowledge</u> Knowledge of basic cleaning techniques.	✓		
<u>Skills/Attributes</u> Ability to follow and understand instruction and relevant procedures. An empathy with and understanding of children. Capable of working on own initiative.	✓ ✓ ✓		
<u>General Circumstances</u> Attendance - evidence of regular attendance at work An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓ ✓		App/Ref/ Med App/Int
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)