

## Job Description

Post	Cleaner
Pay Scale	SCP 10

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

	<ul style="list-style-type: none"> <li>• To provide outstanding cleaning services to the school</li> <li>• To work under the relevant health and safety regulations (Health and Safety at Work Act 1974)</li> <li>• To store cleaning materials safely</li> <li>• To have pride in your work</li> <li>• To report concerns to the Head of Operations</li> <li>• To show discretion with confidential information</li> </ul>
	<ul style="list-style-type: none"> <li>• Use your own initiative</li> <li>• Think outside the box</li> <li>• To attend relevant training</li> <li>• Set yourself challenging targets</li> <li>• Find opportunities to learn from others</li> <li>• Find solutions to day to day issues</li> </ul>
	<ul style="list-style-type: none"> <li>• Update communication systems regularly</li> <li>• Demonstrate positive attitudes and behaviours</li> <li>• Lead by example by having excellent attendance, complete timesheets and records</li> <li>• Treat others with dignity and respect</li> </ul>
	<ul style="list-style-type: none"> <li>• Maintain supply of cleaning materials</li> <li>• Complete daily cleaning rota</li> <li>• To be flexible in your approach to work</li> <li>• Effectively safeguard students</li> <li>• Ensure the school is ready for staff and students to use</li> <li>• To work as part of a team</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide specific support to others in the site team</li> <li>• Demonstrate positive relationships with others</li> <li>• Support the Head of Operations with additional duties as required</li> </ul>



## Personal Specification

Skills	Assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Training in use of chemicals and cleaning products</li> <li>• Health and Safety Training</li> <li>• Safeguarding Training</li> </ul>	AF AF AF
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in a cleaning role in a school or other similar setting</li> <li>• The ability to handle cleaning equipment and products safely</li> <li>• Experience in working quickly under pressure</li> <li>• The ability to work without supervision</li> <li>• Upholding the ethos and values of the school</li> </ul>	AF AF AF I I
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Follow school policies and procedures</li> <li>• Is systematic and methodical</li> <li>• Is organised and an excellent time keeper</li> <li>• Understanding of the needs of the school in terms of cleanliness and functionality</li> <li>• Good Literacy and Numeracy skills</li> </ul>	I I AF AF AF
<b>Leadership</b> <ul style="list-style-type: none"> <li>• Strives for perfection and has a good attention for detail</li> <li>• Has excellent communication skills</li> <li>• Understands the importance of collaboration in a small team</li> <li>• Will ensure supplies are maintained</li> <li>• Will ensure equipment is in good working order</li> <li>• A willingness to lock/unlock building (including alarm) as required</li> </ul>	T AF, I I, R AF AF I
<b>Systems</b> <ul style="list-style-type: none"> <li>• Will log communication with Line Manager as required</li> <li>• Completion of daily cleaning log</li> <li>• Reporting of any Health and Safety or Safeguarding concerns correctly and accurately</li> <li>• To show a flexible approach to working</li> </ul>	R I I, R I, R

*AF – Application Form, I – Interview, T – Task, R – Reference*

