**Job Description**

**Post:** Cleaner

**Grade:** National Minimum Wage

**Hours:**  10 hours per week (Term Time Only, 40 weeks)

**Location:**  Hartlepool Sites

**Line Manager:**  Facilities Manager

## Main Duties and Responsibilities:

1. To clean any and all areas of the School premises as directed by the Caretaker.
2. To carry out work to a high standard and in accordance with the School Cleaning Specification. \*
3. To use cleaning materials, equipment and machinery in a safe and appropriate manner, and in accordance with manufacturers’ directions. \*
4. While on School premises to fulfil all requirements under Health & Safety regulations, with particular reference to COSHH, Manual Handling and Safety at Work regulations.
5. To be responsible for his/her designated area in respect of points 1-4, above, and to work as part of a cleaning team to support events such as exhibitions and Summer Shows, and as directed by the Caretaker.
6. To carry out any other duties commensurate with the nature and grading of the post as directed by the Caretaker or Senior Manager.

## Additional Information:

1. Cleaners with normally be assigned a particular area of responsibility but this may be changed at the discretion of the Caretaker. Although responsible for their own duties, cleaners will be expected to act as part of a cleaning team.
2. Cleaners will be expected to cover the cleaning duties of absent colleagues. This coverage may attract overtime payments.
3. Cleaners may be required to change their normal cleaning duties to facilitate special circumstances such as open days, etc.

**General Accountabilities:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. Ensure that the School’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
3. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
4. Ensure that the School’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
5. Ensure the safeguarding of learners at all times and report any potential issues without delay.
6. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
7. Any other duties commensurate with the nature and level of the post, as directed by the Site Caretaker or the Facilities Manager.
8. This list is not exhaustive and is only an indication of responsibilities.

\*School Cleaning Specification and Material Data Sheets are available from the Caretaker’s office on each site.

Signed: Date:

Cleaner

Signed: Date:

Facilities Manager

**Person Specification - Cleaner**

| Specification, whether essential or desirable and where the specification will be assessed. | Essential | Desirable | Application form / CV | Interview / Selection test | References |
| --- | --- | --- | --- | --- | --- |
| **Qualifications** |  |  |  |  |  |
| NVQ in cleaning or other relevant qualification |  | Y | Y | Y |  |
|  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |
| Experience of cleaning work | Y |  | Y | Y | Y |
|  |  |  |  |  |  |
| **Knowledge, skills and abilities** |  |  |  |  |  |
| Experience of working with children or vulnerable adults |  | Y |  |  |  |
| Able to work effectively as a member of a team | Y |  | Y | Y | Y |
| Reliable and punctual | Y |  | Y | Y | Y |
| Adaptable – able to respond quickly to varying needs of the service, including provide cover for absent colleagues | Y |  | Y | Y | Y |
| Willing to deliver hours flexibly according to need | Y |  |  | Y | Y |
| Excellent verbal communication skills - able to communicate effectively with School staff at all levels, | Y |  |  | Y | Y |
| Able to work with accuracy and speed | Y |  |  | Y | Y |
| Pleasant and approachable manner | Y |  |  | Y | Y |
| Good prioritisation and organisational skills – able to work to deadlines |  | Y | Y | Y | Y |
| Confident disposition |  | Y |  | Y | Y |
| Ability to work unsupervised and on own initiative |  | Y | Y | Y | Y |