

## Job Description

<b>School</b>	<b>Shire Oak CE Primary School</b>
<b>Job Title</b>	<b>Cleaner</b>
<b>Grade</b>	<b>A1</b>
<b>Conditions Of service</b>	<b>NJC</b>
<b>Responsible To</b>	<b>Caretaker</b>
<b>Responsible For</b>	<b>Effective cleaning and maintenance of the site</b>

**Job Purpose:** To be responsible for maintaining a high level of cleanliness throughout the school building.

### Responsibilities

Use of mechanical cleaning equipment i.e.

- Suction Cleaners
- Scrubbing/Buffing Machines
- Hot Water Extraction Machines
- Combined Scrubber/Drier Machines
- Wet Suction Machines

Handling and use of cleaning materials in accordance with recommended procedures.

- Cleaning in all kinds of areas within the school building i.e.
- Toilet/Hygiene Areas
- Corridors/Landings/Staircases/Entrances
- Craft rooms, i.e. Woodwork, Engineering, Cookery etc.
- Classrooms and Offices
- Halls and Gymnasium

High level cleaning, using appropriate equipment.

Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Washing of walls, windows, glass.

Collect and dispose of waste in appropriate manner. Clean and maintain waste bins.

Working to the school's operational specifications and quality assurance work schedules.

Be able to work as part of a team and act on instructions from senior staff.

To wear appropriate protective clothing including rubber gloves.

Attending appropriate training courses/seminars as requested.

Be aware of and support difference and ensure equal opportunities for all

Contribute to the overall ethos/work/aims of the school

Participate in training and other learning activities and performance development as required

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

The duties outlined are not meant an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

## **Qualifications**

N/A

## **PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

Ability to use toxic materials in the process of general cleaning

Ability to work constructively as part of a team

### **Knowledge Required**

N/A

### **Experience Required**

N/A

### **Behavioural & other Characteristics required**

Committed to continuous improvement.

Ability to understand and observe the Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.

Conscientious and committed approach to the schools objectives

**DESIRABLE REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

### **Skills Required**

Able to use/operate a variety of cleaning equipment including mechanised cleaning equipment e.g. buffer.

Able to operate mechanised cleaning equipment e.g. buffer.

### **Knowledge Required**

Of using mechanical cleaning equipment

Of the problems in using toxic cleaning equipment

### **Experience Required**

Of using mechanical cleaning equipment.

Of working and cleaning large premises.

### **Behavioural & other Characteristics required**

N/A