

NEW MILLS SCHOOL

JOB DESCRIPTION

Post details:

Title: Cleaner
Post Ref: 0807
Grade: Grade 3 PP2
Hours: Term time plus 2 weeks
Responsible to: Cleaning Supervisor

Duties of post:

- To maintain a high standard of cleanliness in an area directed by the Cleaning Supervisor and/or Site Supervisor
- To comply with health and safety legislation
- To use equipment supplied by the School responsibly and report any defects to the Cleaning Supervisor and/or Site Supervisor
- To be willing to work as a team as and when required
- To be prepared to undertake training as and when required
- To be flexible in emergency situations and in the absence of colleagues

Duties and responsibilities – General

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternate systems.
- To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the County Council's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the County Council's environmental policies.
- To carry out any other reasonable duties and responsibilities with the overall function, commensurate with the grading and level of responsibilities of the post
- This school is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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PERSON SPECIFICATION

Job Title: Cleaner

	Essential	Desirable	Evidence
Experience		Previous experience of working with cleaning equipment – buffers & polishers – training will be given	Application/Interview
Skills and Knowledge	<ul style="list-style-type: none"> • To be able to undertake cleaning tasks to a desired standard • To understand the need for confidentiality • To understand the school commitment to promoting the welfare of children and young people and the expectation of all staff and volunteers to share this commitment • To understand the importance of cleanliness and hygiene within a school environment. • To understand the need to be flexible to meet the school's needs. • To understand the importance of Safe Working practices and Health and Safety requirements 		Application/Interview
Personal Effectiveness	<ul style="list-style-type: none"> • To follow instructions and work unsupervised • To work within set time constraints 		Interview