

**NET Academies Trust – Waltham Holy Cross**

**Job Description – School Cleaner**

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| **Job Title** | Cleaner |
| **Grade / Point** | Scale 1-2 |
| **Reports to** | Site Manager |
| **Liaison with** | School Staff |
| **Role summary** | Undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition.  |
| **Key tasks and activities** | * Clean designated areas to agreed standards of hygiene and cleanliness using products provided by school.
* Respond to requests and rectifies problems outlined by the senior caretaker or a member of school staff.
* Collect/dispose of litter found in designated areas in a safe and efficient way.
* Ensures that the protective clothing supplied and cleaning equipment provided are maintained in a clean and presentable manner.
* Work to the general specification of the school, in order to complete duties required.
* To be aware of Health & Safety issues around the building.
* Report any problems/incidents to the line manager.
* Any other duties that reasonably fall within the scope of the post
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| **Key skills and competencies** | * To communicate clearly and be able to understand written and verbal instructions.
* Understanding of the basic principles of health & safety in a school environment including COSHE.
* Ability to carry out the work under minimal supervision.
* Ability to adhere to working procedures and policies within the school environment.
* Ability to operate as part of a team or individually.
* Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners.
* Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.
* Ability to fulfil their cleaning rota within the required time period to the quality standard expected.
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**Person specification**

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|  | **method of assessment** | **method of assessment** |
|  | **APPLICATION FORM** | **INTERVIEW** |
|  **skills** |  |  |
| * Ability to work as part of a team.
 |  | \* |
| * Ability to gain knowledge of health and safety procedures and precautions and COSHH regulations.
 |  | \* |
| * A range of cleaning skills which can be utilised in maintaining a clean and safe environment.
 | \* |  |
|  **knowledge** |  |  |
| * Knowledge of moving and handling procedures.
 |  | \* |
| * Awareness of health and hygiene procedures.
 |  | \* |
|  **education and professional**  **qualifications essential to the post** |  |  |
| * Cleaning and support services N/SVQ Level 1 **OR** equivalent experience or equivalent qualification, or willingness to train to achieve these.
 | \* |  |
|  **equal opportunities relevant to the post** *(mandatory)* |  |  |
| * Understanding of, and commitment to, the Council’s Equal Opportunities policy.
 | \* | \* |