

**NET Academies Trust – Waltham Holy Cross**

**Job Description – School Cleaner**

|  |  |
| --- | --- |
| **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 |
| **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. |

**Person specification**

|  |  |  |
| --- | --- | --- |
|  | **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. | \* | \* |