



## GRAYS CONVENT HIGH SCHOOL

### JOB PROFILE

<b>JOB TITLE:</b>	Cleaner
<b>RESPONSIBLE TO:</b>	Site Manager/Assistant Site Manager
<b>KEY LIAISON WITH:</b>	Site Manager/Assistant Site Manager

**JOB PURPOSE:** To participate in the provision and maintenance of an effective and efficient cleaning service in specified areas of the School's premises. Routine duties may vary between term time and School closures and to cover for absent colleagues.

#### ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standards of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health & Safety Policy and all locally agreed safe methods of work.

At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in employee development and training, Performance Management and contribute to the identification of own team development needs.

#### PRINCIPAL ACCOUNTABILITIES

- Emptying bins and removing waste to a designated areas; mopping; sweeping; spray cleaning; wall washing; dusting; damp wiping; washing; polishing; sanitary appliance cleaning. Also, as required and following appropriate training, machine scrubbing and drying; buffing; suction cleaning.
- Specialist cleaning tasks which may include carpet cleaning; upholstery cleaning; removal of stains, chewing gum and graffiti etc, stripping and dressing/sealing floors, de-scaling sanitary appliances.

- Operating/using domestic and industrial cleaning equipment and materials following appropriate training.
- Keeping equipment and storage areas in a safe and clean condition.
- Replenishing hygiene requisites as appropriate.
- Informing senior staff or other designated person of faults, damage and vandalism or any issue that may restrict the cleaning process.
- Securing/closing internal doors and windows as appropriate.
- The postholder will have regular contact with teaching and non-teaching staff, when receiving instructions, seeking advice or reporting and whilst cleaning staff offices etc.
- Any other duties reasonably expected to be undertaken by a post holder at this level.

**Other duties:** The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Equal Opportunities:** The post holder must carry out his/her duties with full regard to the Equal Opportunities policy.

**Health & Safety:** The post holder must carry out his/her duties with full regard to the School's Health & Safety Policy.

**Child Protection:** The post holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible or with whom he/she comes into contact

**Any other duties reasonably expected to be undertaken by a post holder at this level.**

**This job profile has been discussed and agreed between the employee and their manager. It reflects the key areas of accountability for the post holder.**

**Both parties recognise that a job description does not encompass everything a post holder is required to do and that the needs of the School will change over a period of time.**

**Confirmation of discussion and agreement between the Headteacher and employee that this represents the role of the employee.**

Employee	Headteacher
Name	Name
Signed	Signed
Date	Date



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## PERSON SPECIFICATION

**JOB TITLE:** Cleaner

**INFORMATION FOR CANDIDATES:** The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. People with disabilities will be offered an interview where they meet the Essential Criteria alone.

Criteria	✓ Essential Where relevant	✓ Desirable Where relevant
<b>Skills and abilities:</b> Flexibility and willingness to undertake a range of tasks in a friendly, timely and efficient manner	✓	
Methodical, with sound organisational and interpersonal skills	✓	
Be able to operate domestic and industrial cleaning equipment and materials following appropriate training.	✓	
Ability to work as part of a team	✓	
<b>Specialist Knowledge:</b> Be able to understand and apply regulations (such as Health & Safety, manual handling regulations)	✓	
<b>Experience:</b> Previous cleaning experience in a school environment		✓