## Cleaner

**Person Specification**

The successful candidate will be able to demonstrate the following:

* Be flexible to changing demands of the post
* Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene
* Is punctual, reliable and hardworking
* Willing to undertake any training relevant to the role
* Trustworthy, maintaining confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information
* Ability to manage time effectively
* Initiative and the ability to work without supervision, but as part of a team
* Experience of working in an educational setting is desirable;
* Displays commitment to the protection and safeguarding of children and young people.

**Job Specification**

The Cleaner shall:

* To ensure that a high level of cleanliness is maintained throughout the school on a daily basis;
* Each cleaner will be responsible for an area and will be expected to clean to the frequency and standards set out;
* To ensure standards and procedures are adhered to;
* To deal with any emergency cleaning call outs throughout the afternoon when required;
* To use cleaning materials appropriately, as instructed and economically; to inform the Cleaning Supervisor when stocks are low;
* To ensure that tools and equipment are in good working order, reporting any faults to the Cleaning Supervisor;
* All cleaners are required to contribute to major cleaning tasks during school holidays;
* To assist with heavy duty cleaning when required;
* Empty and clean bins and remove waste to designated area, including the separation of waste, i.e. recycling;
* To clean internal glass and internal and external door glass;
* Ensure windows and doors are closed and lights switched off;
* Report to the Site Manager any defects seen which are likely to affect security i.e. broken/cracked window etc;
* Cleaners will be required to use electrical and mechanical equipment, floor polishers etc. after appropriate training;
* The cleaner is required to use only approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations. Chemicals should never be mixed with other chemicals;
* To be aware of their responsibilities for Health & Safety of themselves and others;
* To complete any training required;
* To undertake such other duties as any member of SLT, Site Manager or Cleaning Supervisor may from time to time reason reasonably require.

**Suitability to Work with Children**

Old Swinford Services Limited is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.