

# 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 Estates Manager when stocks are low;
- To ensure that tools and equipment are in good working order, reporting any faults to the Estates Manager;
- 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 Estates 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;
- To help out in the laundry department if required;
- To help out in the catering department if required;
- 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 or Estates Manager may from time to time 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.