

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 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.