

## JOB DESCRIPTION

<b>Job Title</b>	Cleaner		
<b>Location</b>	Pilton Community College		
<b>Reporting to (job title)</b>	Cleaning Supervisor		
<b>Grade</b>	A	<b>JE Job No.</b>	V0979

### POST DETAILS:

#### **Job Purpose including main duties and responsibilities:**

To assist with the cleaning of the school ensuring that the highest possible standards are achieved.

#### **Responsibilities include:**

- To undertake regular cleaning duties in a specified area which may include classrooms, labs, workshops, corridors, WCs and offices.
- To participate in a programme of staff development.
- To undertake additional cleaning in other areas during periods of sickness or planned holiday absence.
- To ensure that Health & Safety regulations are complied with.

#### **Responsibilities could include any of the following tasks undertaken by our Cleaning team:**

- To undertake cleaning of girls/female staff toilets (pans and basins) replenishing stocks of toilet paper/hand towels and soap, and ensuring that they are left in a tidy condition and to remove graffiti from walls on daily basis.
- To ensure that all litter is removed from the building daily and disposed of.
- To carry out a more extensive clean during the Easter and Summer holiday periods including washing walls and high-level areas, moving and cleaning furniture and blinds, light fittings, removing chewing-gum etc.
- To ensure that all accommodation is returned to the correct layout after cleaning.
- To report faulty equipment, broken furniture, damage to the fabric of the building or any issue relating to security to the Cleaning Supervisor or Caretaker.

- To lock all doors, close windows and switch off lights in each room after cleaning.

**Person specification:**

Attribute	Essential	Desirable	Method of Assessment
Management			n/a
Experience	Cleaning experience in a work environment e.g. school, leisure centre, hospital	Experience of using floor cleaning machinery	Application Form References Interview
Practical Skills	Ability to learn on the job		Application Form Interview References
Communication	Ability to fulfil all spoken aspects of the role with confidence and fluency in English		Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to be flexible in approach to work</li> <li>• Good timekeeping</li> <li>• Ability to work as part of a team</li> <li>• High standard and expectations</li> <li>• Ability to use initiative</li> <li>• Discretion and confidentiality</li> <li>• Trustworthy, hardworking and good work ethic</li> <li>• Willingness to support the ethos of the school and the Trust</li> </ul>	The ability to work unsupervised	Application Form Interview References
Strategic Thinking			n/a
Technology / IT Skills		Basic IT knowledge (i.e. for any online training, access to emails)	Application Form
Education and Training	<ul style="list-style-type: none"> <li>• Knowledge and ability to use the English language fluently</li> <li>• Basic Literacy and</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding that school is central to and</li> </ul>	Application Form Interview References

Attribute	Essential	Desirable	Method of Assessment
	Numeracy skills <ul style="list-style-type: none"> <li>• Willingness to participate in training essential to the post</li> </ul>	embedded in the life of the community <ul style="list-style-type: none"> <li>• Knowledge of security and Health and Safety Regulations</li> <li>• Knowledge of cleaning methods and products relevant to a school</li> </ul>	
Equal Opportunities	The Harbour Schools Partnership and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH

**Signatures:**

**Job Description agreed by:**

**Line/Originating Manager:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Service/Head teacher:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_