**King Edward VI HANDSWORTH GRAMMAR SCHOOL**

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| JOB DESCRIPTION | | | | | |
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| **Job Title:** | | Cleaner | | **Division:** | Facilities |
| **1.0** | **JOB PURPOSE:** | | | | |
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|  | **1.1** | To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it | | | |
|  | **1.2** | To help maintain the fabric of school building | | | |
|  | **1.3** | To maintain cleanliness in order to prevent any health risk from occurring in schools | | | |
| **2.0** | **DUTIES AND RESPONSIBILITIES:** | | | | |
|  | **2.1** | To clean a specified area of the school to the required standard as instructed by the Building Services Supervisor | | | |
|  | **2.2** | Wash floors, surfaces, fixtures and fittings and walls up to a specified height | | | |
|  | **2.3** | Cleaning inside windows up to a specified height | | | |
|  | **2.4** | Sweeping and vacuuming floors | | | |
|  | **2.5** | Polishing and dusting surfaces and furniture | | | |
|  | **2.6** | Cleaning toilets and shower areas | | | |
|  | **2.7** | Use cleaning materials as appropriate, and according to their instructions for use | | | |
|  | **2.8** | To empty bins and remove rubbish from the premises | | | |
|  | **2.9** | To report any damages to school property or other relevant matters to the Building Services Supervisor | | | |
|  | **2.10** | To use power cleaning equipment as directed | | | |
|  | **2.11** | To undertake relevant Non Routine cleaning as instructed by the Building Services Supervisor | | | |
|  | **2.12** | To undertake any relevant training as required | | | |
|  | **2.13** | To comply with the requirements of the health and safety at work regulations | | | |
|  | **2.14** | To take reasonable care for the Health and Safety of themselves and for others | | | |
|  | **2.15** | To co-operate with the employer in ensuring that health and safety responsibilities are carried out | | | |
|  | **2.16** | Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. | | | |
|  | **2.17** | To ensure all tasks are carried out with due regard to Health and Safety | | | |
|  | **2.18** | To undertake appropriate professional development including adhering to the principle of performance management. | | | |
|  | **2.19** | To adhere to the ethos of the school | | | |
|  |  | **2.19.1** | To promote the agreed vision and aims of the school | | |
|  |  | **2.19.2** | To set an example of personal integrity and professionalism | | |
|  |  | **2.19.3** | Attendance at appropriate staff meetings and parents evenings | | |
|  | **2.20** | Any other duties as commensurate within the grade in order to ensure the smooth running of the school | | | |

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|  | **PERSON SPECIFICATION** | | | |
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**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

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| **CRITERIA** | **ESSENTIAL** | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Relevant experience of undertaking a range of cleaning duties  Experience of using cleaning materials  Knowledge of Health and Safety regulations | AF/I  AF/I  AF/I |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | Ability to work in an organised and methodical manner  Ability to meet the physical demands of the post  Willingness to clean any area of the school as directed  Willingness to take responsibility for standard of work carried out | AF/I  AF/I  AF/I  AF/I |
| **TRAINING** | Willingness to undertake relevant training | AF/I |
| **EDUCATION/** **QUALIFICATIONS** NB Full regard must be paid to overseas qualifications | Level 1 Certificate in English | AF/I |
| **OTHER** | Able and confident to work on own initiative whilst being part of a team | AF/I |
| **CONTRA INDICATION** | Criminal convictions involving offences against children  Unsatisfactory DBS check  Ineligibility to work in the UK  Inability to work under pressure | AF/I  AF/I  AF/I  AF/I |