



## **JOB DESCRIPTION – CLEANER**

**Reports to:** Head of School

**Main purpose:** To provide a flexible, seamless, customer focused cleaning service within school.

### **Equal Opportunities**

All duties will be carried out so as to implement the Governors' Equal Opportunities policies.

### **Main tasks:**

1. Undertake duties connected with the cleanliness of the environment and school premises to maintain high standards in the internal and external appearance of school buildings.
2. Ensure the safekeeping and return of any keys issued for access to rooms and observing all procedures in respect of building security, energy conservation and confidentiality of information.
3. Assist in the care of equipment, materials and storage areas used in cleaning the building.
4. Provide an efficient and effective removal, storage and waste disposal service.
5. Identify and report building and equipment faults promptly.
6. Prepare rooms for use, including functions and events and clear rooms after use.
7. Participate in training as required.

### **THE APPLICATION FORM SHOULD BE COMPLETED IN FULL.**

Please look at the Person Specification. This lists any experience; qualifications or skills you must have to do this job. It also shows how each item will be assessed.

### **Please give examples of how you meet each point on the Person Specification.**

Due to the large number of applications we receive, unfortunately we are unable to provide feedback to those applicants that are not short listed.

## Person Specification – Cleaner

| Selection Criteria  | Method of Assessment       | Essential |
|---|----------------------------|-----------|
| <b>At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.</b> |                            |           |
| <b>1 Experience</b>   |                            |           |
| 1.2 To have had experience of working in a cleaning capacity  | Application form/Interview | √         |
| <b>2 Abilities</b>  |                            |           |
| 2.1 Ability to communicate well with others and be a useful team member   | Application form/Interview | √         |
| 2.2 Ability to understand simple instructions   | Application form/Interview |           |
| 2.3 Ability to carry out cleaning functions and associated duties to specific standards   | Application form/Interview | √         |
| 2.4 Ability to use building cleaning materials and equipment in a range of situations (training will be provided where necessary)   | Application form/Interview | √         |
| 2.5 Ability to develop good working relationships with all contacts and to work as part of a team or individually   | Application form/Interview | √         |
| <b>3 Personal Style &amp; Behaviour</b>   |                            |           |
| <b>The successful candidate will have:</b>  |                            |           |
| 3.1 Tact and diplomacy in all interpersonal relationships.  | Application form/Interview | √         |
| 3.2 Personal commitment to excellence in service delivery.  | Application form/Interview | √         |
| 3.3 Desire to pursue own personal development and to undertake training as required.  | Application form/Interview | √         |
| 3.4 Self-motivation and personal drive to complete tasks to required time scales and quality standards.   | Application form/Interview | √         |
| 3.5 Discretion in dealing with confidential and sensitive issues.   | Application form/Interview | √         |
| <b>5 References</b>   |                            |           |
| <b>5.1</b> Positive recommendation(s) in 2 professional references  |                            | √         |
| <b>5.2</b> DBS clearance/no adverse outcomes from the DBS check   |                            | √         |