



JOB DESCRIPTION & PERSON SPECIFICATION

Role: Hygiene Operative

Scale: 1

Responsible to: Site Manager

JOB DESCRIPTION

Main Purpose of the Job:

- To carry out cleaning duties as part of a team
- To be aware of their responsibilities for the Health & Safety of themselves and others.

Main Responsibilities of the Job:

To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.

Use electrical and mechanical equipment, floor polishers, etc. when necessary and after appropriate training.

Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.

To be responsible for the care of all cleaning equipment and materials assigned to them.

Where practicable ensure windows and doors are closed and locked when leaving rooms.

Report to the Premises Officer any defects seen, likely to affect security i.e. broken windows, window catches.

Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Limehurst Academy is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

PERSON SPECIFICATION

	Essential	Desirable	How assessed
Qualifications Level 2 qualifications in maths/numeracy and English/literacy		✓	
Experience - Experience of lone working/Security - Experience of opening/closing premises		✓ ✓	App/Ref/Int
Skills - Working experience of health and safety legislation - The ability to work alone or as part of a team - Good level of fitness to move and handle equipment	✓ ✓	✓	App/Ref/Int
Knowledge - Understanding of school procedures and policies in particular safeguarding - Awareness of safeguarding policies		✓ ✓	App/Ref/Int
Personal Attributes - Enthusiastic, self-motivated and a positive can-do attitude. - Demonstrate a commitment to equal opportunities. - Commitment to continued personal development.	✓ ✓ ✓		App/Ref/Int

App Application form and letter
 Doc Documentation
 Ref References
 Int Interview