**JOB DESCRIPTION**

**Job Title: Cleaner**

**School: Otley All Saints C of E Primary School**

## Pay Range: A1 (2)

**Responsible to:** Headteacher

**Responsible for:** Maintaining the cleanliness of the school premises.

## Role:

To be responsible for maintaining a high level of cleanliness throughout the school building.

**Main Duties**

Cleaning in all kinds of areas within the school building i.e.

* Toilet/Hygiene Areas
* Corridors/Entrances/Halls
* Classrooms/Offices/Staffroom/Shared Areas/Library/ICT Suite
* School Bungalow

Handling and use of cleaning materials in accordance with recommended procedures.

High level cleaning, washing, vacuuming and sweeping using appropriate equipment.

Washing of walls, windows, glass.

Collect and dispose of waste in appropriate manner.

Clean and maintain waste bins.

Working to the school’s operational specifications and quality assurance work schedules.

Be able to work as part of a team and act on instructions from senior staff.

To wear appropriate protective clothing including rubber gloves.

Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Security of premises – windows and doors, setting of alarm upon exit.

Attending appropriate training courses/seminars as requested.

To ensure promotion and support of Equal Opportunities and Health & Safety.

To undertake any other duties that are commensurate with the post.

Please note: the post includes a substantial amount of lifting, bending and stretching.

Given the dynamic nature of the role and structure of Otley All Saints Primary School, it must be accepted that, as the school’s work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Safeguarding

To be aware of and to implement the school’s policies and procedures for safeguarding children in school and during school activities and events.

Role Requirements

Successful enhanced DBS Check.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check.

# **PERSON SPECIFICATION**

**Job Title: Cleaner**

**School: Otley All Saints C of E Primary School**

## Pay Range: A1 (2)

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

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| **Essential Criteria** | **How Identified** | **Desirable Criteria** | How identified |
| **SKILLS**  Ability to use toxic materials in the process of general cleaning  Ability to work constructively as part of a team | Application form and selection process  Application form and selection process | To be able to use a variety of cleaning equipment  To be able to operate mechanised cleaning equipment e.g. buffer | Application form and selection process  Application form and selection process |
| **KNOWLEDGE & UNDERSTANDING/QUALIFICATIONS**  Participate in development and training opportunities | Application form and selection process | Knowledge of the problems in using toxic cleaning equipment | Application form and selection process |
| **BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS**  Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council.  Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies  To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives  An ability to respect sensitive and confidential work | Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process | Commitment to own personal development and learning | Application form and selection process |
| **OTHER CONDITIONS**  Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check. | Application form and selection process |  |  |