

**Job Description and Person Specification**

**Post Title**: Cleaner

**Post Holder:** Vacancy

**Salary Scale & Point:** Grade 3 Pt2

**Responsible to:** Site & Premises Manager

**Weekly Hours Worked:** 15 hours - Monday to Friday / 3pm-6pm

**Weeks Worked Per Annum:** 38 Weeks per annum

**Contract:** Permanent

**Job Purpose:**

To carry out cleaning and key holder duties at Parkside Community School, contributing to the provision of a clean, safe, secure and hygienic environment.

**Key relationships:**

Line managed by the Site and Premise’s Manager.

Work as part of a team of cleaners to ensure the programme of work is completed for each round as agreed.

**Core Tasks:**

Undertaking cleaning duties in line with agreed standards and schedule for Parkside Community School. Ensuring all areas are maintained to a high standard.

Responsible for the safe and effective operation of commercial cleaning and other equipment.

Responsible for the safe and effective use of prescribed chemical agents.

Undertaking key holder duties, including operation of the alarm system where necessary.

During parents evenings/schools events, staff will undertake other duties under the direction of the Site and Premises Manager.

**General Responsibilities:**

**Equality and Diversity**

Act in accordance with the DCC’s Equality and Human Rights policy.

**Health and Safety**

Ensure own compliance with the School’s and the Authority’s Health & Safety policy/procedures and that of any resources you have responsibility for.

Comply with the requirements of Parkside Community School’s Health and Safety policy, other relevant legislation and school policies and procedures.

**Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

**General**

Undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Signed: Date:\_\_\_\_\_\_

*(This role description is to be reviewed on an annual basis and any changes deemed necessary negotiated with the post holder.)*

Date of issue: 21 December 2021

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| --- | --- | --- | --- |
| **Day** | **Start Time** | **Finish Time** | **Hours per day** |
| **Monday** | 3.00pm | 6.00pm | 3 |
| **Tuesday** | 3.00pm | 6.00pm | 3 |
| **Wednesday** | 3.00pm | 6.00pm | 3 |
| **Thursday** | 3.00pm | 6.00pm | 3 |
| **Friday** | 3.00pm | 6.00pm | 3 |
| **Weekly Total** |  |  | **15** |



**Person Specification**

**Job title: Cleaner**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence** |
| **Experience** |  | Performing  cleaning tasks using a variety of methods and equipment | All experience  will be evidenced by application form and interview |
| **Skills and**  **knowledge** | Awareness of safe  working practices  Ability to understand different methods of cleaning  Safe use of cleaning equipment including vacuum cleaners, floor cleaners,  steam cleaners and carpet cleaners  Safe use of cleaning chemicals  Good personal hygiene practice  Literate – ability to follow instructions | Knowledge of  using full range of cleaning equipment and materials  Familiar with building security i.e. locking and unlocking and alarm systems | All skills and  knowledge will be evidenced by application form and interview |
| **Personal**  **Effectiveness** | Willingness to undertake relevant instruction and training  Good work ethic and time management  Ability to work as part of a team |  | All personal effectiveness will be evidenced by application form and interview |
| **Qualifications** |  | NVQ II in Cleaning, or willingness to acquire in post |  |