

Job Description - Cleaner

The person specification shows the abilities and skills and you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.

You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below:

The Post holder will be responsible for:

- Undertaking cleaning tasks to a high standard, which meet the Academies current standards
- Safely storing cleaning materials and equipment
- Reporting any problems relating to cleaning equipment and materials

Requirements of Post:

- Able to use a vacuum cleaner, mop, polisher and other appropriate cleaning equipment.
- Able to dust, polish and clean surfaces.
- Able to clean all hygiene area thoroughly.
- Able to clean low level windows.
- Able to monitor levels of cleaning supplies.
- Able to follow cleaning guidelines as laid down by school.
- Willing to carry out all reasonable cleaning tasks as directed by the Headteacher.
- Willing to work as part of a team, but also prepared to undertake tasks independently.
- Able to follow health and safety guidelines and training.
- Willing to engage in some lone working activities.
- Willing to participate in training and other learning activities and performance development as required.
- Able to maintain confidentiality.
- Able to adhere to the School's Equal Opportunities Policy.
- To carry out any other duties as may from time to time be required by the Head Teacher.



PERSON SPECIFICATION

The following are essential requirements for the job

	Essential Requirement	Evidence
Experience	General practical skills and/or maintenance experience	Application Form Interview
Skills & Abilities	<ul style="list-style-type: none"> • Can fulfil the requirements of the post detailed above. • Must have a flexible approach to working hours • Ability to work as part of a team • Ability to work in accordance with the school's health and safety policies and the code of safe working • Ability to work to deadlines • Ability to work on own initiative • Ability to lift and carry items • Ability to communicate well • Ability to respond calmly to emergencies • Ability to work alone 	Application Form Interview
Knowledge	<ul style="list-style-type: none"> • Basic understanding of health and safety 	Application Form Interview
Education & Qualifications	<ul style="list-style-type: none"> • Have completed secondary education to be literate and numerate. • Willingness to undertake induction training • Willingness to participate in ongoing training 	Application Form Interview
Work Circumstances	<ul style="list-style-type: none"> • Must have a flexible approach to working hours, especially and covering holidays and sickness during weekdays when required 	Application Form Interview

The following are desirable, but not essential, requirements that would be useful for the job

	Desirable Requirements	Evidence
Experience	<ul style="list-style-type: none"> • Cleaner in a school or similar environment 	Application Form Interview
Skills & Abilities		Application Form Interview
Knowledge	<ul style="list-style-type: none"> • Working knowledge of health and safety procedures and regulations, eg COSHH, cross contamination • Knowledge of moving and handling procedures • Knowledge of cleaning procedures required to meet specified standards • Willingness to learn to use specialist equipment 	Application Form Interview





OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

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Education & Qualifications	NVQ 1 and 2 in Cleaning and Support Services or equivalent First aid certificate	Application Form
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The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



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