



Job Description
Cleaning Operative

Main Purpose of the Post

To carry out day-to-day cleaning duties in the School buildings to meet the required health, safety and customer standards.

Key Duties/Areas of Responsibility:

- Carry out all cleaning tasks in line with cleaning specifications
- Use correct materials and equipment, including a visible safety check of all machinery prior to use
- Report any faults immediately and clean all equipment after use
- Make sure rules for correct dilution rates and storage of chemicals are followed
- Complete any relevant paperwork such as timesheets, stores orders, and recess sheets
- Promote and maintain good customer relations to ensure the quality of the cleaning service provided by communicating and co-operating with the staff

Other duties and responsibilities commensurate with the grade of the post which may be required from time to time.

Person Specification

Experience	Essential / Desirable
Cleaning in a school or industrial premises	Desirable
Experience of working in general cleaning	Desirable
Understanding of health and safety requirements	Desirable
Knowing about building cleaning equipment	Desirable
Using basic literacy and numeracy	Desirable
Qualifications & Training	
NQF Entry Level Certificates desirable e.g. Literacy, Numeracy, Life Skills, Functional Skills (English, Maths and ICT), English for Speakers of Other Languages (ESOL), but formal qualifications or experience not an essential requirement	Desirable
Willingness and ability to work towards achieving a relevant Level 1 National Vocational Qualification (NVQ) or Adult Literacy and Numeracy Qualification	Essential
Communication	
Communicates effectively on a 1:1 basis about everyday issues	Essential
Keeps basic work records accurately	Essential
Follows instructions, deciding when to refer matters to others	Essential
Uses own judgement to answer simple problems	Essential
Ability to work efficiently and effectively at all times	Essential
Personal Circumstances	
Satisfactory DBS check at enhanced level	Essential

