

Job Description

Title of post	<i>Evening Cleaner</i>
Salary	<i>Salary range – NSAT Grade B, SCP 02 £22,366 per annum (FTE). Actual salary £10,619.66 per annum (pro-rata).</i>
Hours of work	20 hours per week (Monday to Friday 2pm – 6pm or 3pm – 7pm) T/O plus 2 weeks (<i>All working patterns can be discussed including part time, split days and job share</i>)
Line manager and responsible for reviews	<i>Hub Estates Manager</i>

Purpose of the Post

To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.

Main Duties / Key Responsibilities

To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the school's requirements. Duties will include (but not exhaustive):

- General dusting of furniture, fixings and fittings
- Dust control mopping / sweeping of floors
- Vacuuming floors
- Cleaning and polishing floors using electrical buffing machine, carpet shampooer
- Damp / wet mopping of floors
- Polishing furniture, cleaning internal glass
- Cleaning of sanitary fittings and toilet areas
- To use cleaning materials as instructed
- Specialist cleaning (e.g. stripping and sealing of floors)
- Emptying of wastepaper bins
- Wiping surfaces, fixtures and fittings and paintwork
- Clean down kitchenette's where necessary
- Store cleaning equipment and products safely and securely
- Undertake COSHH Training
- To fulfil the necessary administrative tasks associated with the responsibilities of the post.

Safeguarding

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Health and Safety

- To be aware of and implement your safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- To perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.

Person Specification

Evening Cleaner

Criteria	Essential	Desirable
Experience		
Experience of undertaking general cleaning duties	X	
Experience of working in the cleaning industry		X
Working as part of a team		X
Knowledge and Skills		
Awareness of Health and Safety (COSHH)	X	
Ability to use floor machines		X
Personal Qualities		
Able to work with minimum supervision	X	
Self-motivated	X	
Punctuality	X	
Flexible approach	X	
Attention to details	X	
Ability to manage time effectively to complete tasks to a high level	X	
Ability to work both alone and within a team to achieve specified standards	X	
Good verbal communication skills	X	
Ability to carry out general cleaning duties as detailed in the job description	X	