

## Job Description: Cleaner

### Employment details

Job title:	<b>School Cleaner – Hollinhey Primary School</b>
Reports to (job title):	<b>Senior Leadership Team</b>
Type of position:	<b>Permanent</b>
Hours of work:	<b>12.5 hours a week, Mon to Fri 3.30pm -6pm term time</b>
Level and scale point:	<b>Grade 2 – Actual Salary £6718.84</b>

### Job Purpose

Undertake the cleaning of designated areas.

### Areas of responsibility:

MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower area) and fixtures and fittings, using, where appropriate, powered equipment.</li> </ul>

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

## Person Description: Cleaner

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Be willing to undertake training as required and assist in training colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>Have a health and safety qualification, e.g. first aid</li> <li>Health and safety training, e.g. COSHH</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful working practices in cleaning.</li> <li>Using general cleaning equipment, e.g. vacuums and carpet cleaners.</li> <li>Fulfilling all spoken aspects of the role with confidence.</li> </ul>	<ul style="list-style-type: none"> <li>Working in an educational environment</li> <li>Basic administrative experience including record keeping</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Have an in-depth knowledge of cleaning equipment and techniques.</li> <li>Understand health and safety issues and good practice in relation to cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Have an awareness of policies and procedures relating to working in a school</li> <li>Be able to contribute to the wider school community and activities</li> </ul>
<b>Personal qualities</b>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>Flexible in terms of working hours, including evenings in line with school calendar and lettings.</li> <li>Eligible to work in the UK.</li> <li>Open to having the relevant security checks made on them, e.g. an enhanced DBS check.</li> <li>Suitable to work with children and young people.</li> <li>Able to communicate effectively.</li> <li>Flexible and positive towards change.</li> <li>Willing to work as part of a team.</li> <li>Reliable and organised.</li> <li>Approachable and self-motivated.</li> <li>Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate.</li> <li>Able to maintain a high level of confidentiality and discretion at all times.</li> </ul>	<p>The successful candidate will be able to meet the attributes of the Trusts Values:</p> <p><b>Aspiration</b></p> <ul style="list-style-type: none"> <li>Inclusive and respectful to all our colleagues</li> <li>Keen to keep developing and receptive to change</li> <li>Reflective and learn from mistakes</li> </ul> <p><b>Believe</b></p> <ul style="list-style-type: none"> <li>Passionate and have a positive outlook</li> <li>Confident to share their opinions and ideas and value those of others</li> <li>Solution focused</li> </ul> <p><b>Community</b></p> <ul style="list-style-type: none"> <li>Considerate of all</li> <li>Welcoming</li> <li>Adaptable</li> <li>Understanding of the needs of the wider community</li> <li>Look after our own and each other's well being</li> </ul>