

## Job Description

### Cleaner

<b>Post Title:</b>	Cleaner
<b>Base:</b>	Woldgate School, Pocklington
<b>Salary:</b>	SCP2 £24,413 pro rata
<b>Line Management:</b>	Estates and Compliance Lead
<b>Contract:</b>	15 hours per week, Monday to Friday (full year) - Permanent

#### Core Purpose:

The primary role of the school cleaner is to provide a reactive and proactive cleaning service after school hours. The role requires a high standard of cleaning within the school, creating a clean and safe environment for pupils, staff, and visitors within school.

#### Duties & Responsibilities:

##### Key responsibilities

- To organise and carry out all allocated work to a high standard.
- To comply with all statutory regulations and ensure that COSHH and Health & Safety regulations and guidelines are fully complied with.
- To provide a proactive and reactive cleaning service, identifying areas for immediate and longer-term cleaning.
- To ensure areas of heavy traffic are kept clean, including toilets and corridors, through direct cleaning after the school day has ended.
- To undertake relevant training either (internal and external) as directed by their line manager.
- To operate cleaning equipment in an efficient and safe manner.
- To comply with and have an awareness of Health and Safety for themselves and others.
- To completion of all cleaning tasks as directed by their line manager.
- To ensure that personal protective equipment provided by the school is worn when on duty
- To report any building or facilities damage / faults to their line manager promptly.
- 11 To ensure that stock levels for cleaning supplies are correct and place orders through the school office in a timely manner.
- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post-holder.

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

## PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>			
Basic literacy & numeracy – to be able to read and understand health & safety information, training documents and school communications	X		C
Safeguarding training		X	C
Health and Safety training		X	A/C
COSHH training		X	C
<b>Experience</b>			
Cleaning in a school or commercial environment	X		A/R
Using cleaning systems, machinery and equipment	X		A
Adopting health and safety practices within the workplace		X	A/I
Using cleaning supplies as directed by COSHH regulations and an understanding of COSHH		X	A/I
<b>Knowledge and Understanding</b>			
Ability to work under direction and on own initiative	X		A/I/R
Ability to liaise effectively with colleagues	X		A/I/R
Ability to follow and adhere to school / workplace policies	X		A/I/R
IT Knowledge and basic skills (for training and internal communications)		X	A/I
Ability to clean to a high standard	X		A/I/R
Good understanding of Health and Safety practices	X		A/I
<b>Personal Skills &amp; Attributes</b>			
Commitment to the Trust's ethos and values	X		A/I
Calm and patient	X		A/I
Willingness to be flexible	X		A/I
Friendly and approachable personality	X		A/I
Willingness to grow and develop professionally with support from colleagues and the Trust	X		A/I
Organisational skills	X		A/I

Awareness of the importance of confidentiality	X		
Good attendance and work ethic	X		
High commitment to providing the highest standards for the pupils within the Trusts care	X		
Commitment to safeguarding and equality at all times	X		
<b>Safeguarding</b>			
Safeguarding training		X	

**A= Application; C = Certificate; R = Reference; I = Interview**

**Note** - This person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

*The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.*