

NEW MILLS SCHOOL

JOB DESCRIPTION

Post details:

Title: Cleaner
Post Ref: 0807
Grade: Grade 3 PP2
Hours: Term time plus 2 weeks
Responsible to: Cleaning Supervisor

Duties of post:

- To maintain a high standard of cleanliness in an area directed by the Site Supervisor
- To comply with health and safety legislation
- To use equipment supplied by the School responsibly and report any defects to the Site Supervisor
- To be willing to work as a team as and when required
- To be prepared to undertake training as and when required
- To be flexible in emergency situations and in the absence of colleagues

Duties and responsibilities – General

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternate systems.
- To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the County Council's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the County Council's environmental policies.
- To carry out any other reasonable duties and responsibilities with the overall function, commensurate with the grading and level of responsibilities of the post
- This school is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NEW MILLS SCHOOL

PERSON SPECIFICATION

Job Title: Cleaner

	Essential	Desirable	Evidence
Experience		Previous experience of working with cleaning equipment – buffers & polishers – training will be given	Application/Interview
Skills and Knowledge	<ul style="list-style-type: none">• To be able to undertake cleaning tasks to a desired standard• To understand the need for confidentiality• To understand the school commitment to promoting the welfare of children and young people and the expectation of all staff and volunteers to share this commitment• To understand the importance of cleanliness and hygiene within a school environment.• To understand the need to be flexible to meet the school's needs.• To understand the importance of Safe Working practices and Health and Safety requirements		Application/Interview
Personal Effectiveness	<ul style="list-style-type: none">• To follow instructions and work unsupervised• To work within set time constraints		Interview