

# 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.

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## PERSON SPECIFICATION

**Job Title:** Cleaner

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