



JOB DESCRIPTION

School/College:	Ashby Willesley Primary School
Job Title:	Cleaner
Grade:	2
Responsible To:	Headteacher
Key Relationships/ Liaison with:	Premises Officer and School Business Manager
Job Purpose:	To ensure that a high level of cleanliness is maintained throughout the School on a daily basis.

MAIN DUTIES AND RESPONSIBILITIES:

1. To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2. Use electrical and mechanical equipment, vacuum cleaners, etc. when necessary.
3. Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
4. Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
5. To be responsible for the care of all cleaning equipment and materials assigned to them.
6. Where practicable ensure windows and doors are closed and locked when leaving rooms.
7. Report to the Premise Officer any defects seen, likely to affect security or health and safety i.e. broken windows, window catches, broken chairs.
8. To be aware of their responsibilities for the Health & Safety of themselves and others.
9. Wear suitable protective clothing, additionally shoes which are suitable for the work being carried out must be worn e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.

Employees should alert their line manager if they feel training needs updating/reviewing.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.

- (c) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Symphony Learning Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

PERSONNEL SPECIFICATION

Job Title: Cleaner Grade 2

	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> • First Aid Qualification 		✓	App/Doc
<u>Experience</u> <ul style="list-style-type: none"> • Experience of cleaning in a business environment 		✓	App/Int/ Ref
<u>Knowledge</u> <ul style="list-style-type: none"> • Knowledge of health and safety procedures. 	✓		App/Int/ Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none"> • Good communication skills. • Ability to work effectively as part of a team. 	✓ ✓		App/Int Int/Ref
<u>Factors not already covered</u> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med

App = Application Form Test = Test Int = Interview Pre = Presentation
Med = Medical Questionnaire Doc = Documentary Evidence (E.g., Certificates)