

King Edward VI HANDSWORTH GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title: Cleaner

Division: Facilities

1.0 JOB PURPOSE:

- 1.1 To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it
- 1.2 To help maintain the fabric of school building
- 1.3 To maintain cleanliness in order to prevent any health risk from occurring in schools

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 To clean a specified area of the school to the required standard as instructed by the Building Services Supervisor
- 2.2 Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- 2.3 Cleaning inside windows up to a specified height
- 2.4 Sweeping and vacuuming floors
- 2.5 Polishing and dusting surfaces and furniture
- 2.6 Cleaning toilets and shower areas
- 2.7 Use cleaning materials as appropriate, and according to their instructions for use
- 2.8 To empty bins and remove rubbish from the premises
- 2.9 To report any damages to school property or other relevant matters to the Building Services Supervisor
- 2.10 To use power cleaning equipment as directed
- 2.11 To undertake relevant Non Routine cleaning as instructed by the Building Services Supervisor
- 2.12 To undertake any relevant training as required
- 2.13 To comply with the requirements of the health and safety at work regulations
- 2.14 To take reasonable care for the Health and Safety of themselves and for others
- 2.15 To co-operate with the employer in ensuring that health and safety responsibilities are carried out
- 2.16 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.17 To ensure all tasks are carried out with due regard to Health and Safety
- 2.18 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.19 To adhere to the ethos of the school
 - 2.19.1 To promote the agreed vision and aims of the school
 - 2.19.2 To set an example of personal integrity and professionalism
 - 2.19.3 Attendance at appropriate staff meetings and parents evenings
- 2.20 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

PERSON SPECIFICATION

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Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Relevant experience of undertaking a range of cleaning duties	AF/I
	Experience of using cleaning materials	AF/I
	Knowledge of Health and Safety regulations	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Ability to work in an organised and methodical manner	AF/I
	Ability to meet the physical demands of the post	AF/I
	Willingness to clean any area of the school as directed	AF/I
	Willingness to take responsibility for standard of work carried out	AF/I
TRAINING	Willingness to undertake relevant training	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	Level 1 Certificate in English	AF/I
OTHER	Able and confident to work on own initiative whilst being part of a team	AF/I
CONTRA INDICATION	Criminal convictions involving offences against children	AF/I
	Unsatisfactory DBS check	AF/I
	Ineligibility to work in the UK	AF/I
	Inability to work under pressure	AF/I

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