

## **JOB DESCRIPTION**

**JOB TITLE:** Cleaner

**SCHOOL:** St Richard's Catholic College

**LOCATION:** Bexhill on Sea

**GRADE:** Single Status 3 Point 7 - £12.85 per hour

**RESPONSIBLE TO:** Site/Premises Manager

**Purpose of the Role:**

To provide a cleaning service in specified areas of the site.

**Key tasks:**

1. To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the headteacher or nominee.
2. To operate cleaning machinery in accordance with instructions.
3. To dilute and use cleaning materials as instructed.
4. To collect and remove waste/rubbish from work area to collection point as directed.
5. To clean and maintain cleaning equipment as instructed.
6. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
7. To comply with instructions relating to security and confidentiality.

## PERSON SPECIFICATION

**JOB TITLE:** Cleaner

**GRADE:** Single Status 3

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities

### Essential knowledge

These criteria will be assessed at the application and interview stage

- Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.

### Essential experience

These criteria will be assessed at the application and interview stage

- Experience of undertaking a range of cleaning duties

### Other essential criteria

These criteria will be assessed at the application and interview stage

- Willingness to clean any area of the school as requested by the caretaker and/or headteacher.
- Willingness to take personal responsibility for standard of work carried out
- Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge
- Willingness to maintain confidentiality on all school matters

**Date (drawn up):** November 2009

**Name of Officer(s) drawing up person specifications:** JM

**Job Evaluation Reference:**

## Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	No
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	Yes