

Job Description and Person Specification

Job title	Cleaner
Main place of work:	Base: Healing School – A Science Academy
HMAT Scale:	Scale 1 Point 1
Purpose of role	<ul style="list-style-type: none"> ▪ Undertakes a full range of cleaning duties using domestic and industrial cleaning equipment ▪ Ensure all areas of the school are maintained to a specified quality standard ▪ Ensure compliance with Health and Safety requirements.
Line Manager	Cleaning Supervisor
Main duties and responsibilities	<ul style="list-style-type: none"> ▪ Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean ▪ Clean all internal surface areas e.g. walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning ▪ Operating / using domestic and industrial cleaning equipment and materials. ▪ Keeping equipment and storage areas in a clean and safe condition. ▪ Empty waste paper bins and removes waste to a designated area ▪ Undertake other cleaning duties e.g. carpet and upholstery valeting, stain, chewing gum and graffiti removal, de-scaling sanitary appliances ▪ Undertake routine equipment safety checks, cleaning, maintenance and storage e.g. waste removal and filter cleaning ▪ Replenish sanitary and hygiene supplies e.g. soap, hand towels and toilet rolls ▪ Report faults, damage, breakages, vandalism or any issue that may affect or impact on routine education activity ▪ Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security, ensuring compliance with Health and Safety requirements for all pupils and adults using the school site ▪ Monitor children's and young people's general conduct and behaviour throughout the school and intervene to resolve routine to ensure the safety and wellbeing of pupils, staff and visitors. For serious incidents engage immediate assistance from senior colleagues.

Finance and resources Supervision Health and Safety	<ul style="list-style-type: none"> ▪ No budgetary responsibilities ▪ The postholder has responsibility for the routine cleaning and maintenance of equipment and the reporting of damage, faults or repair work ▪ The postholder has no supervisory responsibility but will assist in the familiarisation of duties to other colleagues ▪ The post holder has a duty to comply with the requirements of the Health and Safety at Work and safe working practices ▪ Ability to maintain appropriate levels of security in all working areas.
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Person specification

How measured during the recruitment process:

A = Application Form, R = Reference, I = Interview, T=Task

Skills	Essential	Desirable
	<ul style="list-style-type: none"> ▪ Ability to use, clean and maintain a full range of industrial and domestic cleaning equipment and materials. ▪ Basic communication skills. 	

Knowledge and understanding	Essential	Desirable
	<ul style="list-style-type: none"> ▪ Good understanding of the operational practices and working methods and work schedules involved. ▪ Understanding and awareness of the related Health & Safety issues associated with cleaning materials, equipment and premises. 	

Experience Qualifications Working arrangements	<p>It is desirable that the post holder:</p> <p>Experience: Health and Safety issues.</p> <p>It is essential that the post holder:</p> <p>Meet the requirements of Enhanced DBS</p>
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Other Duties - The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.