



**Armathwaite Community Primary School
Person Specification: Cleaner**

		Where evidence will be found	Qualifications/willing to obtain	Where evidence will be found
Knowledge	• Knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials would be beneficial but not essential. • Knowledge of COSHH and the safe use of chemicals would be beneficial but not essential. • Knowledge of cleaning best practises would be beneficial but not essential.	Application Form Documents	• Manual handling • COSHH • Safeguarding Level 1	Documents
Main Responsibilities	• Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards • Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards. • Liaise with School Business Manager, Site Manager and School Caretakers and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lets. • Report cleaning supplies requirements and stock levels to the line manager. • Ensure Health & Safety, quality and general procedure compliance • Report any Health and Safety issues to the School Business Manager, Site Manager and School Caretakers	Interview Observation Application Form References		Interview Application Form
Experience	• Experience of undertaking a range of cleaning duties • Vacuuming	Application Form	•	Application Form



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	• Dusting • Mopping • Scrubbing • Buffing • Disposing of waste • Replenishing consumables	Interview		Interview
		References		References
Personal Characteristics	• Willingness to clean any area of the school as requested by the School Business Manager. • Willingness to take personal responsibility for standard of work carried out. • Willingness to participate in further training and development opportunities offered by the school, to further knowledge • Willingness to maintain confidentiality on all school matters • Will need to be able to manage some heavy lifting • Work as part of a team	Observation		
		Interview		
		References		
Skills	• 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 • Being physically capable • Communication, math and reading • Customer service and sound judgement • Efficiency and discretion • Honesty and integrity • Motivation and flexibility			



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	• Respect and professionalism • Time management and multitasking • Understanding and following safety rules • Understanding and carrying out set tasks • Understanding of health and safety regulations			
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