

Job Description

Job Details	
School Name	
Job Title	Cleaner
Grade	Grade A
Primary Purpose of Job	Ensuring that premises are maintained in a clean and hygienic condition.
Responsible to	Lead Cleaner / School Business Manager / Head Teacher
Responsible for	Not applicable
Principal Responsibilities	To maintain a high quality cleaning service within a specified building.

Main Duties	
1.	To deliver a cleaning service against an agreed specification, meeting appropriate hygiene standards.
2.	To keep cleaning equipment in a safe and clean condition and to report any unsafe electrical equipment to the office immediately.
3.	To store cleaning products, chemicals and consumables in a safe and secure place and to ensure efficient and effective usage.
4.	To order cleaning products, chemicals and consumables as necessary either through a Lead Cleaner or through the requisition system ensuring that stock levels do not fall to an unacceptable level.
5.	To inform line management of problems actual or potential relating to delivery of cleaning service.
6.	To promote customer relationship with onsite clients.
7.	To complete any appropriate documentation in relation to work completed.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	School's HR
Job Description updated:	01 October 2018

Person Specification

Job Details	
School Name	
Job Title	Cleaner
Grade	Grade 1

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge	Method of Assessment
1. Conscientious attitude towards work duties.	Application Form / Interview
2. Able to maintain a high standard of work.	Application Form / Interview
3. Sufficiently literate and numerate to cope with routine job documentation.	Application Form / Interview
4. Ability to work under own initiative and as a member of a team.	Application Form / Interview
5. Ability to accept and understand verbal and written communication.	Application Form / Interview
6. Ability to prioritise tasks.	Application Form / Interview
7. Awareness of Health and Safety.	Application Form / Interview
8. Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training	Method of Assessment
1. Able to operate associated equipment.	Application Form / Interview

Work Related Circumstances	Method of Assessment
1. Able to work early mornings and late evenings	Application Form / Interview
2. This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.		Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.		Certificate

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Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.