

JOB DESCRIPTION

Post title: Cleaner

Grade/salary: DALP MW

Reports to:

Position: Part-time, term time (44.4 weeks)

PURPOSE OF THE POST

To undertake, individually or as part of a team, the cleaning of designation premises and associated accommodation to ensure that they are kept in a clean and hygienic condition.

MAIN DUTIES AND RESPONSIBILITIES

- Emptying waste bins or similar receptacles, transporting waste materials to designated collection points
- Sweeping floors with brushes or dust control mops.
- Mopping floors with wet or damp mops.
- Suction cleaning carpeted areas and spot cleaning carpets.
- Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of:- cupboards, radiators, shelves and fittings.
- To replenish consumable items (soap, toilet rolls, paper towels) if required within the contract.
- To clean toilets, urinals, hand basins and sinks and showers.
- To use such chemical agents as directed by the supervising officer in discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training).
- To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.
- To clean kitchen/kitchenette and food preparation areas, work surfaces, cookers, microwaves, fridges etc.
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To work in accordance with Academy policies

PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications and Training			
Is prepared to undertake professional training necessary to carry out the role effectively	✓		Application form
Will actively engage in training activities and take responsibility for his/her own professional development.	✓		
Experience, knowledge and understanding			
Can demonstrate in the current role, the capacity to work effectively and efficiently with a range of people at a professional level.	✓		Application form / Interview / Portfolio of work / References
Can maintain issues of confidentiality in the working environment.	✓		
Has an understanding of when to consult, make decisions and defer to others.		✓	
Personal attributes and qualities			
Confident, honest, trustworthy and reliable	✓		Interview
Ability to solve problems within area of work/knowledge	✓		
Ability to work effectively and supportively within a team	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational	✓		
Health provider can ascertain their medical fitness for the post	✓		