



## Wilson Stuart School – A Special Academy

### JOB DESCRIPTION

**JOB TITLE:** Cleaner

**GRADE:** Level 1

#### **JOB PURPOSE**

To provide a high standard cleaning service for the school.

#### **DUTIES AND RESPONSIBILITIES**

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Take initiative to perform cleaning tasks outside of your designated area that requires attention as part of maintaining overall high standards
- Report any hazards, defects and any relevant factors of building or environment safety immediately to the Cleaning Supervisor
- Empty waste bins or similar receptacles routinely, and transport waste material to designated collection points
- Clean floors, including sweeping to control dust and debris and mopping to sanitize using hot water with suitable cleaning products
- Safely use electronically powered scrubbing, polishing and vacuuming machines to scrub, polish, spray and clean floors
- Dust, damp wipe, wash or polish the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
- Clean toilets, urinals, hand basins and sinks on a daily basis
- Safely use chemical agents as directed by the Cleaning Supervisor in the discharge of cleaning operation or maintenance procedures
- Keep a check on cleaning stock levels and inform the Cleaning Supervisor of low stock levels, e.g. of cleaning products
- Maintain clean, tidy and organised work spaces and storage areas
- Check equipment and machinery used and ensure health and safety guidelines are adhered to

#### **SUPERVISION RECEIVED**

- Supervising Officer's Job Title: Cleaning Supervisor
- Level of supervision:
  - 1. Regularly supervised with work checked by supervisor
  - ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
  - ~~3. Plan own work to ensure the meeting of defined objectives~~
- Must actively participate and contribute to the school's programme of supervision

#### **7. SUPERVISION GIVEN** (excludes those who are indirectly supervised i.e. through others)

- None

#### **8. SPECIAL CONDITIONS**

- None



## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Be willing to undertake training as required and assist in training colleagues</li><li>• Basic numeracy and literacy</li></ul>	<ul style="list-style-type: none"><li>• Health and safety training e.g. COSSH</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful working practices in cleaning</li><li>• Using general cleaning equipment, e.g. vacuums and carpet cleaners</li></ul>	<ul style="list-style-type: none"><li>• Working within a school environment.</li><li>• Basic record keeping</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• Have in-depth knowledge of cleaning equipment and techniques</li><li>• Understand health and safety issues and good practice in relation to cleaning</li></ul>	<ul style="list-style-type: none"><li>• Have awareness of policies and procedures relating to working in a school</li><li>• Be able to contribute to the wider school community and activities</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Flexible in terms of working hours, including evenings in line with the school calendar</li><li>• Eligible to work in the UK</li><li>• Suitable to work with children and young people</li><li>• Flexible and positive towards change</li><li>• Willing to work as part of a team</li><li>• Reliable and organised</li><li>• Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate</li><li>• Self-motivated</li></ul>	