

Post Title: Cleaner		Director/Service/Sector: Children's Services		Office Use	
Grade:		Workplace: Duchess's Community High School		JE ref: SO86	
Responsible to: Cleaning Supervisor/Facilities Manager		Date:		Lead & Man Induction:	
Job Purpose: Cleaning of designated areas					
Resources					
Staff	None				
Finance	None				
Physical	Cleaning tools and equipment. The Duchess's High School is a 13 to 18 high school with, at December 2009, 1170 students on roll of which 324 are in the sixth form.				
Clients	Staff and Students.				
<p>Duties and key result areas: Carried out in accordance with instructions from the Facilities Manager and the Cleaning Operations Manual, individually or as part of a team, these include, but are not restricted to:-</p> <ol style="list-style-type: none"> 1. General cleaning tasks as directed. 2. Empty litter bins and remove rubbish. 3. Safe use of cleaning equipment. 4. Open and close premises as necessary, ensuring security of building is not compromised. 5. Ensure compliance with Health and Safety legislation and County Council and school policies in all aspects but especially when using materials, tools and equipment. 6. Assist with the receipt and safe storage of goods. 7. Attend training sessions as and when required. <p>We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same</p>					
Work Arrangements					
Transport requirements:		None			
Working patterns:		Determined by designated area and usage.			

PERSON SPECIFICATION

Post Title: Cleaner	Director/Service/Sector: Children's Services	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
No particular knowledge or qualifications are required	Some knowledge of the range of tasks together with the operation of associated tools and equipment.	
Experience		
No specific experience in the workplace is necessary.	Some experience in a building cleaning environment.	
Skills and competencies		
Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Strength, dexterity and co-ordination to use a range of cleaning tools and equipment. Listens, consults others and communicates clearly. Reliable and keeps good time.		
Physical, mental, emotional and environmental demands		
Regular need to lift and carry items of moderate weight. Maintain an awareness of surroundings and safe working methods. Limited contact with, or work for, others leading to few emotional demands. Normally indoors with some exposure to unpleasant conditions such as toilet areas.		
Motivation		
Appropriately follows instructions to achieve set objectives. Committed to the provision of quality services to achieving customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and anti-oppressive practice in all aspects of work. A willingness to undertake job related training.		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

