

Job Description



POST TITLE: CLEANER

GRADE: 1

RESPONSIBLE TO: HEADTEACHER

St. Mary's Academy Trust and the school are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



Purpose of the Job

To undertake the cleaning of designated areas to a high standard throughout the school.

Main Duties

- * Dust, mop, polish, Hoover and clean surfaces using the appropriate cleaning equipment/resources.
- * Ensure toilet areas are kept particularly hygienic.
- * Spot clean walls and paintwork.
- * Ensure low level internal glass in doors and mirrors are cleaned and left smear free.
- * Responsible for ensuring that cleaning equipment/resources used in the course of the duties are stored in a clean and tidy condition.
- * Undertake all tasks in compliance with the health & Safety at Work Act and other agreed Codes of Practice.
- * To provide cover in the short term absence of another team member.
- * Together with your line manager to be responsible for identifying your training needs.
- * To undertake other duties and responsibilities from time to time commensurate with the grade of the post

All the above duties and responsibilities to be carried out in accordance with Trust Policies and current legislation with an emphasis on Customer Care, Data Protection and Health and Safety.

Employee Specification	When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the <i>Essential and Minor</i> criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.
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Criteria No	Attributes	Criteria	How Identified	Rank
1	Relevant Experience	Previous cleaning experience using a range of equipment	Application Form/Interview	Desirable
2	Education & Training	No formal qualifications required as training will be provided	Application form	
3		Willingness to undertake appropriate training relevant to the post	Application Form/Interview	Essential
4	General and Special Knowledge	Awareness of health and safety	Application Form/Interview	Essential
5	Skill and Attributes	The ability to work on own initiative and as part of a team	Application Form/Interview	Essential
6		The ability to perform tasks including lifting, carrying and climbing	Application Form/Interview	Essential
7		The ability to follow cleaning guidelines as laid down by the school	Application form/Interview	Essential
8		The ability to be punctual and complete tasks within a given time	Application form / Interview	Essential

9	Additional Factors	Willingness to work flexibly	Application form / Interview	Essential
10		Willingness to carry out all reasonable cleaning tasks as directed by the Headteacher / Caretaker	Application form / Interview	Essential
11		Be aware of the importance of confidentiality	Application form / interview	Essential
12		Commitment to Equal Opportunities	Application form / Interview	Essential