



## JOB DESCRIPTION

<b>Job Title:</b> Cleaner	<b>Job Ref:</b> SCH 142
<b>School:</b> Beechwood Primary Sch	<b>Salary:</b> Grade 2 SCP 3-4
<b>Reports To:</b>	
<b>Employment Status:</b> Permanent	
<b>Hours of Work:</b> Part Time - 10 hours per week	
<b>Job Purpose</b>  To clean the school building to the required standard.	
<b>Departmental/Team Purpose:</b>  The purpose of the school is to meet the educational needs of children and young people within the local community.	
<div style="text-align: center;"><div>Headteacher</div><div>↓</div><div>Site Controller</div><div>↓</div><div>Cleaner</div></div>	

## Scope

### Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

### Staff Responsibilities

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

### Management of Physical Assets

NONE

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

## Summary of Main Contacts.

- Site controller
- Other school staff
- Pupils
- Parents
- Contractors

## Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

<b>Main Tasks/Accountabilities</b> List up to ten <b>key</b> tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required	<b>Approx% of working time spent</b>
1. To carry out the cleaning of the interior of the school, to an agreed standard, under the direction of the line manager.	
2. To be aware of Health and Safety issues around the building	
3. To report any problems/incidents to the line manager	
4. To retain confidentiality about all aspects of school life.	
5. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.	
	<b>100%</b>

# PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**Knowledge/Qualifications:** (including professional body qualifications, NVQs etc and Training ) - What does the postholder need to know in order to be able to carry out the role to the level required.

- To be aware of Health and Safety with regard to manual handling
- Comply with Control of Substances Hazardous to Health (COSHH) regulations

**Skills/Abilities:** Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Ability to prioritise work using own initiative
- Good communication skills and interpersonal skills
- Confidentiality at all times
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

**Experience:** type, level and length.

- Need to have understanding of equipment used

**Personal Qualities:** or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A sense of responsibility
- A good sense of humour
- Flexibility and use of initiative is very important

**Special Factors:** e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

- To work during school holidays to support deep cleans.
- Responsibility for first aid if required