

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: **Lauriston School Cleaner**

Directorate:

Reporting to: **Site Manager**

Grade: **Scale 2**

Job description

Purpose of the post:

- Undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition. This will be by following a cleaning rota (under a separate cover) which daily, weekly and termly achieved components

Main duties and responsibilities:

Following the Cleaning Rota:

- Carrying out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.
- The cleaning rota may vary between term time and school closure periods.
- Reporting hazards, such as fire hazards, blockages, etc.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- To be able to adapt the cleaning rota to comply with the service delivery of the school.
- Enhanced CRB check required.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

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| Job | Generic School Cleaner |
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Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | ✓ | ✓ |
| 1. NVQ level 1 or 2 | | ✓ |
| Experience | ✓ | ✓ |
| 2. None | | |
| Knowledge | ✓ | ✓ |
| 3. To communicate clearly and be able to understand written and verbal instructions | ✓ | |
| Skills | ✓ | ✓ |
| 4. Understanding of the basic principles of health and safety in a school environment including COSHE | ✓ | |
| 5. Ability to carry out the work under minimal supervision. | ✓ | |
| 6. Ability to adhere to working procedures and policies within the school environment. | ✓ | |
| 7. Ability to operate as part of a team or individually. | ✓ | |
| 8. Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners. | ✓ | |
| 9. Ability to move chairs desks and other school furniture in order to undertake cleaning duties. | ✓ | |
| 10. Ability to fulfil their cleaning rota within the required time period to the quality standard expected. | ✓ | |
| 11. Displays commitment to the protection and safeguarding of children and young people. | ✓ | |