

QUEEN ELIZABETH HIGH SCHOOL & HMS - JOB DESCRIPTION – CLEANER

Post Title: Cleaner	Children's Services Directorate	
Grade: Scale 1	Workplace: Queen Elizabeth High School, Hexham	
Responsible to: Cleaning Supervisor and Site Manager	Date: September 2019	Manager Level:
Job Purpose: Responsible for the cleaning of all areas within the school buildings within hours and frequencies determined by Site Manager		
Resources	Staff	None
	Finance	None
	Physical	Cleaning Tools and Equipment
	Clients	Internal: Staff, Adult Learners and Students
<p>Duties and key result areas:</p> <p>The main duties of the post are:</p> <ol style="list-style-type: none"> 1. General cleaning tasks using appropriate chemicals: empty and clean bins, remove rubbish to designated area, move aside and replace furniture, vacuum carpets, mop and broom sweep floors, spot damp mop floors, deck scrub showers, spray clean floor using high speed rotary machine, vacuum mats, rugs and barrier matting, damp wipe and dry furniture, fixtures and fittings, clean glass panels in doors and partitions, clean toilets, urinals, troughs and showers, spot clean walls and doors. 2. Use appropriate machines to carry out duties 3. Clean all machines and equipment used to perform general cleaning tasks 4. Report any defects with equipment to Cleaning Supervisor 5. Unlock and lock rooms, as required, for cleaning, closing windows where accessible 6. Stock management of own cleaning supplies for own area and maintain storage cupboard 7. Report any defects in rooms including equipment, furniture and fittings to the Cleaning Supervisor or Site Manager <p>Responsibilities</p> <ol style="list-style-type: none"> 1. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person 2. Be aware of and support difference and ensure equal opportunities for all 3. Contribute to the overall ethos/work/aims of the school 4. Appreciate and support the role of other professionals 5. Participate in training and other learning activities and performance development as required 6. Attend and participate in relevant meetings 7. To undertake other duties and responsibilities as required commensurate with the grade of the post <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>		
Work Arrangements		
Transport requirements:	None	
Working Patterns:	As determined by Site Manager, normally between 6.30am and 8:00pm	
Working Conditions:	Physical Activity and mainly indoors	

QUEEN ELIZABETH HIGH SCHOOL – PERSON SPECIFICATION – CLEANER

POST TITLE: CLEANER	WORKPLACE: QUEEN ELIZABETH HIGH SCHOOL, HEXHAM	REF:
ESSENTIAL	DESIRABLE	ASSESS BY
Knowledge and Qualifications		
None required	Some knowledge of the range of tasks together with the operation of associated tools and equipment	Application Interview
Experience		
No specific experience required	Some experience of working in an educational establishment	Application Form Interview
Skills and competencies		
<ul style="list-style-type: none"> • Ability to understand and follow straight forward spoken and written instructions • Ability to keep basic work records • Strength, dexterity and co-ordination to use a range of cleaning tools and equipment • Ability to work as part of a team as well as independently • Reliable and good timekeeping • Communication skills and ability to listen and consult with others 		Application Form Interview References
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Ability to work flexibly and co-operatively • Ability to lift and carry items of moderate weight • Ability to maintain awareness of surroundings and safe working methods • Limited contact with others leading to few emotional demands • Normally indoors with some exposure to unpleasant conditions such as toilet areas 		Application Form Interview References
Motivation		
<ul style="list-style-type: none"> • Appropriately follow instructions to achieve set objectives • Committed to the provision of quality services to achieve customer satisfaction • Demonstrates integrity and upholds values and principles • Promotes equal opportunities and anti oppressive practice in all aspects of work • Willingness to participate in training and development 		Application Form Interview References

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