



## Job Description and Person Specification

<b>Post Title:</b>	Cleaner
<b>Post Holder:</b>	Vacancy
<b>Salary Scale &amp; Point:</b>	Grade 3 Pt2 £9.43 per hour
<b>Responsible to:</b>	Site & Premises Manager
<b>Weekly Hours Worked:</b>	15 hours - Monday to Friday 3pm-6pm
<b>Weeks Worked Per Annum:</b>	38 Weeks per annum
<b>Contract:</b>	Permanent

### Job Purpose:

To carry out cleaning and key holder duties at Parkside Community School, contributing to the provision of a clean, safe, secure and hygienic environment.

### Key relationships:

Line managed by the Site and Premise's Manager.

Work as part of a team of 8 cleaners to ensure the programme of work is completed for each round as agreed.

### Core Tasks:

Undertaking cleaning duties in line with agreed standards and schedule for Parkside Community School. Ensuring all areas are maintained to a high standard.

Responsible for the safe and effective operation of commercial cleaning and other equipment.

Responsible for the safe and effective use of prescribed chemical agents.

Undertaking key holder duties, including operation of the alarm system where necessary.

During parents evenings/schools events, staff will undertake other duties under the direction of the Site and Premises Manager.

## General Responsibilities:

### Equality and Diversity

Act in accordance with the DCC's Equality and Human Rights policy.

### Health and Safety

Ensure own compliance with the School's and the Authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Comply with the requirements of Parkside Community School's Health and Safety policy, other relevant legislation and school policies and procedures.

### Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

### General

Undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(This role description is to be reviewed on an annual basis and any changes deemed necessary negotiated with the post holder.)*

Date of issue: 21 December 2021

Day	Start Time	Finish Time	Hours per day
Monday	3.00pm	6.00pm	3
Tuesday	3.00pm	6.00pm	3
Wednesday	3.00pm	6.00pm	3
Thursday	3.00pm	6.00pm	3
Friday	3.00pm	6.00pm	3
<b>Weekly Total</b>			<b>15</b>

## Person Specification

### Job title: Cleaner

	Essential	Desirable	Evidence
<b>Experience</b>		Performing cleaning tasks using a variety of methods and equipment	All experience will be evidenced by application form and interview
<b>Skills and knowledge</b>	<p>Awareness of safe working practices</p> <p>Ability to understand different methods of cleaning</p> <p>Safe use of cleaning equipment including vacuum cleaners, floor cleaners, steam cleaners and carpet cleaners</p> <p>Safe use of cleaning chemicals</p> <p>Good personal hygiene practice</p> <p>Literate – ability to follow instructions</p>	<p>Knowledge of using full range of cleaning equipment and materials</p> <p>Familiar with building security i.e. locking and unlocking and alarm systems</p>	All skills and knowledge will be evidenced by application form and interview
<b>Personal Effectiveness</b>	<p>Willingness to undertake relevant instruction and training</p> <p>Good work ethic and time management</p> <p>Ability to work as part of a team</p>		All personal effectiveness will be evidenced by application form and interview
<b>Qualifications</b>		NVQ II in Cleaning, or willingness to acquire in post	