

JOB TITLE:	Assistant Cleaner
RESPONSIBLE TO:	Strategic Business Leader
SALARY:	Grade B (point 7 - 11) pro rata (£14,075.00 – £15,207.00 FTE) to meet minimum wage, dependent on age.
HOURS:	15 per week, 42 weeks per year

Scope and responsibilities:

To provide an appropriate level of cleanliness throughout a designated area, whilst being aware of the security needs. Designated areas may be subject to alternation.

Key Tasks

Your duties will include but not be limited to:

1. To undertake the cleaning of designated areas, within the premises, to ensure that they are kept in a clean and hygienic condition to meet the school's specification, under the supervision of the Lead Cleaner.
2. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing, dusting of the designated areas, which may include toilets, shower areas, fixtures and fittings, using where appropriate, powered equipment. Duties may vary between term time and closure periods.
3. To follow health and safety guidelines, report faulty machinery and equipment to the Lead Cleaner.
4. To attend training sessions when requested and undertake professional development activities.
5. To be aware of and adhere to the security needs of the premises.
6. To complete all forms, as requested by management.

SAFEGUARDING

This UTC is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

Other Duties

The post holder may be required to perform other duties than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties to the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify re-evaluation of a post. In case, however, where a permanent and substantial change in the duties and responsibilities of the post occurs, then the post would be eligible for re-evaluation.

PERSON SPECIFICATION for the post of Cleaner

FACTORS	ESSENTIAL	HOW MEASURED	DESIRABLE	HOW MEASURED
QUALIFICATIONS & TRAINING UNDERTAKEN	No specific qualifications required			
WORK EXPERIENCE	Experience of working in a cleaning role	Application	Experience of working in a school environment	Application
SKILLS/SPECIALIST KNOWLEDGE	Able to use standard cleaning products and equipment Communication skills Basic record-keeping skills	Interview Reference Application	COSHH knowledge	
DISPOSITION	Cheerful & polite Able to work under pressure Effective team member Flexible in approach to work Self-motivated Able to use own initiative	Interview Reference		
ADDITIONAL FACTORS SPECIFIC TO THIS JOB	Flexibility to work extra hours if required.	Interview.		