**Job Description & Person Specification**

**Cleaning Operative**

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| Job Description | |
| Job Title: | Cleaning Operative |
| Pay Grade / Scale / Range: | £9.45 per hour (NJC SCP 3) |
| Benefits & Perks: | Local Government Pension Scheme / healthcare scheme / occupational sickness scheme |
| Working hours: | 10 hours / 20 hours per week full year |
| Location: | Roman Road Hollinwood /St Martin’s Road Fitton Hill, and Union Street Oldham sites |
| Special circumstances: | Some out-of-hours working required at busy times. |
| Staff responsible to: | Premises Manager |
| Staff responsible for: | None |
| Accountable to: | Chief Executive Officer |
| Probationary period: | 26 weeks for new staff to the organisation |

**New Bridge Group**

**Cleaning Operative**

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| **Purpose of the role**  Working as either part of a team or under own initiative to contribute to a clean, hygienic and safe environment for pupils, staff and visitors to the school. |

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| **Key Tasks** | |
| 1. | Clean surfaces, glass, fixtures and fittings, floors, walls, partitions and internal woodwork as instructed, using appropriate materials and equipment. |
| 2. | Clean toilets, changing rooms, showers and other sanitary areas. |
| 3. | Empty waste bins and dispose of rubbish as directed, working within the Schools/Council’s recycling policy as appropriate. |
| 4. | Use a range of associated equipment, undertaking basic maintenance where appropriate and reporting faults in line with procedures. |
| 5. | Refill and replace consumables, making sure supplies used are stored safely and reporting when stocks are low to the appropriate person. |
| 6. | Complete basic record keeping as directed. |
| 7. | Follow health and safety policies and procedures to ensure risks and hazards are minimised for yourself, colleagues, pupils and visitors. |
| 8. | Assist to maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches. |
| 9. | Switch off all unnecessary lights and appliances at the end of cleaning an area, following any special instructions to leave particular equipment on, e.g. for a science investigation. |
| 10. | Follow the appropriate procedure when incidents are seen or reported about pupil welfare or safeguarding issues. |

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| Standard Duties | |
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| 1. | To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all. |
| 2. | To uphold and promote the values and the ethos of the school. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post. |

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| **Contacts**  Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school |

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| **Responsible to:** | Premises Manager |
| **Responsible for:** | Not applicable |

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| Special Conditions:  An enhanced Disclosure and Barring Service (DBS) check is required for this post |

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|  | DATE | NAME | POST TITLE |
| PREPARED | 29/07/16 | SSH | HR Manager |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

Person Specification

Cleaning Operative

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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education** | None |  |  |
| **Experience** | Experience of a range of cleaning activities, such as using cleaning products, vacuuming, mopping, polishing and stain removals |  | AF / I |
| **Skills & Abilities** | Able to use a range of associated materials, tools, equipment and cleaning products  Able to follow instructions and procedures  Able to complete work to set deadlines  Able to work in accordance with the school’s health & safety policies  Able to be flexible and to work on own initiative within school guidelines  Able to carry out a range of tasks which can be physically demanding, e.g. lifting, carrying, stretching, crouching etc. |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Knowledge of a range of different methods for cleaning within a school environment  Understand the reasons why a school environment needs to be safe and secure  Understanding of why both safeguarding and confidentiality are important in a school |  | AF / I  AF / I  AF / I |
| Work circumstances | To wear appropriate uniform and personal protective clothing (PPE) |  | I |

*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**