

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **SCHOOL:** | St Mark’s RC Primary School, Swinton |
|  |  |
| **JOB DETAILS:** |  |
| **Job Title:** | Cleaner |
| **Grade:** | Grade 1A, Scp 02 |
| **Directly responsible to:** | Headteacher |
|  |  |
| **Main Duties and Responsibilities/Accountabilities:**1. The cleaning of designated areas, toilets and associated facilities against an agreed cleaning specification.  2. Report to the Site Manager/Headteacher matters which require attention e.g. bulb out, toilet blocked, etc.3. Ensure lights are switched off, doors and windows secure.4. Opening/locking building and setting/unsetting alarms if required.5. Keep cleaning equipment in a safe and clean condition and report any unsafe, faulty or broken electrical equipment to the Site Manager immediately.6. Keep cleaning cupboard clean and tidy.7. To use correct dilutions of cleaning chemicals to ensure efficient use. 8. Undertake any other such duties that are reasonably commensurate with the levels of this post.9. Promote good relationships with customers and colleagues.10. The postholder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.11. Contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy. |
| **Review Arrangements:** |
| The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time. |

|  |  |
| --- | --- |
| **Date Job Description prepared/revised:** | November 2019 |
| **Prepared by:** | P. Garner, Headteacher |

****

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Grade** | **Directorate** | **Location** |
| Cleaner | 1A – SCP 02 | Children Services | St. Mark’s RC Primary School, Swinton |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

**Note to applicants**

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

 **(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | To be able to sweep, vacuum, clean, buff, empty bins, polish and dust. Includes toilets and associated facilities and fixtures, using where appropriate the necessary powered equipment. | A |
|  | Ability to work under own initiative without supervision. | A |
|  | Basic numerical and literacy skills. | A |
|  | Ability to understand verbal and written instructions. | A & I |
|  | Able to deal with problems in an appropriate manner. | A & I |
|  | Ability to work on your own and as a member of a team. | A & I |
|  | Aware of the importance of providing a quality service and satisfying customer needs. | A & I |
|  | Aware of the importance of Hygiene in the work place. | A & I |
|  | Knowledge of COSHH regulations and Health & Safety in the workplace. | A & I |
|  | Aware of dangers of mixing chemicals and cleaning products. | A & I |

|  |  |  |
| --- | --- | --- |
| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | Cleaning NVQ  | A & C |
|  | DBS Disclosure | A & C |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by** | **Date** | **Approved by** | **Date** |
| **C Greenwood** | **November 2019** | **P Garner** | **11/11/19** |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre