

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB REF: AKFA2006(G) **JOB TITLE:** School Cleaner **GRADE:** 1

BASIC JOB PURPOSE

Undertake the cleaning of designated areas.

MAIN RESPONSIBILITIES

Undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower area) and fixtures and fittings, using, where appropriate, powered equipment.

OCCASIONAL TASKS

Holiday cleans, cleaning down of furniture, cupboards, End of every term
Cut back, floors stripped re-sealed & polished (different
cleans for different holidays).

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

PERSON SPECIFICATION

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<i>CRITERIA</i>	<i>DESIRABLE</i>	<i>ESSENTIAL</i>
Qualifications	<ul style="list-style-type: none"> NVQ1 in cleaning Manual handling 	
Experience	<ul style="list-style-type: none"> Working knowledge of the use of all equipment, e.g. buffers, vacuums Working knowledge of how to clean different surfaces, which products to use etc 	<ul style="list-style-type: none"> Evidence of cleaning experience
Job Related Knowledge	<ul style="list-style-type: none"> Knowledge of COSH and safe use and storage Knowledge of Health & Safety legislation 	
Skills and Aptitudes		<ul style="list-style-type: none"> Use of initiative
Other Requirements		<ul style="list-style-type: none"> Good time keeper Interpersonal skills Ability to work within a team and encourage team spirit

All these elements will be assessed in your application, presentation, interview and references