

Job Description



Job Title: Casual Cleaner	Hours: When needed
	Job Number:
Grade: Scale 1	Date last updated: September 2010

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Overall Purpose of Job

To keep school clean and hygienic.

Job Context

1. The postholder reports to Premises Manager
2. All cleaners are expected to do at least two evening cleaning sessions during the school year.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To work as part of cleaning team in specific area of the school. To keep this area clean and hygienic. On occasions to help in another area of the school when staff are absent.

Daily

1. Sweep all tiled and wooden floors and stairs
2. Suction clean all carpets
3. Dust all surfaces - windowsills, desks tables, cupboards etc
4. Mop tiled surfaces
5. Spray buff all wooden floors
6. Keep all corridors clean
7. Clean all toilets using special equipment not to be used in other areas

Holiday Work

1. Specialist clean all areas designated in consultation with Premises Manager or designated person
2. Scrub and seal all corridors and stairs

Summer Holiday Work

1. Clean classrooms and offices
2. Wash down walls
3. Wash and polish all desks, tables, cupboards
4. Scrub and seal floors in all areas
5. Shampoo all carpets
6. Remove chewing gum and graffiti from all surfaces
7. Dust all surfaces including the tops of cupboards and statues
8. Make sure all cleaning completed for the beginning of the new school year

Person Specification



Job Title:	Department:
Division/Section:	Job Number:
Grade:	Date last updated:

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
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KNOWLEDGE:	Application Form/ Interview/ Certificate/Test (delete as applicable)

QUALIFICATIONS:	Application Form/ Interview/ Certificate/Test (delete as applicable)
EXPERIENCE:	Application Form/ Interview/ Certificate/Test (delete as applicable)
SKILLS AND ABILITIES:	Application Form/ Interview/ Certificate/Test (delete as applicable)
PERSONAL STYLE AND BEHAVIOUR:	Application Form/ Interview/ Certificate/Test (delete as applicable)
OTHER SPECIAL REQUIREMENTS: (SUCH AS WILLINGNESS/ABILITY TO WORK OUT OF HOURS, DRIVING LICENCE ETC BUT ONLY IF AN ESSENTIAL JOB REQUIREMENT).	Application Form/ Interview/ Certificate/Test (delete as applicable)