



COLLEGE CLEANER

Sir John Deane's Sixth Form College (Northwich)

Band 1b

SCP 3

Job Description & Person Specification

Job Description

Reporting to

Site Manager via Cleaning Supervisor

Purpose of the role

To perform such cleaning duties as may be reasonably specified by the Site Supervisor to ensure that the College premises are kept in a clean and hygienic condition.

Main Responsibilities

1. To perform cleaning duties in such areas of the College premises as are designated from time to time by the Site Supervisor and these duties will include the following activities:

Cleaning, Washing, Sweeping, Mopping, Scrubbing (including the use of scrubbing machines when required to do so), Vacuum Cleaning, Emptying of litter bins and removal of waste to central collection areas, Polishing (Including the use of polishing machines when trained to do so), Dusting and Glass Cleaning (internal only and without the need for reach equipment) of designated areas (including toilets and shower areas) and with respect to fixtures and fittings contained in these areas, using, where appropriate, powered equipment.

Duties may vary from time to time between term time and closure periods.

2. to undertake such other duties as may reasonably be required from time to time by College Management, within the competence of the post-holder and appropriate to the grade of the post.
3. excluded from this specification are plant rooms, kiln room, Chemistry chemical store, dangerous plant, machines or other equipment as identified by the Site Manager.

The post holder will be expected to undergo such training as may be reasonably required from time to time by College Management, to participate in whole-College and departmental training events and briefing sessions as appropriate, and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of his/her duties.

The post holder will also be expected to assist in ensuring the safety and well-being of students.

The post-holder will be required to implement, in the execution of all tasks allocated to him/her, such health and safety procedures as are specified by college management, and to seek to achieve such service standards as may be reasonably laid down from time to time by college management.

Person Specification

	Desirable	Essential
Qualification		
Willing to undertake any in-service training offered which is relevant to the duties of the post		✓
Experience		
Experience of cleaning		✓
Experience of cleaning in a school environment	✓	
Knowledge, Skills and Attributes		
Ability to work as part of a team and independently when required		✓
Ability to take pride in cleaning the school and ensuring all school practices are adhered to		✓
Ability to follow instructions		✓
Hardworking		✓
Interpersonal Skills		
Energetic and able to meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
Personal Qualities		
Highly motivated and resilient		✓
High standards of personal presentation, with an excellent record of attendance and punctuality		✓
Adaptable, open to change, and willing to take on new challenges with enthusiasm		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓