Cleaner

Job Description / Person Specification

PURPOSE OF THE POST

- To undertake cleaning duties under the supervision of the Site Manager within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation

DUTIES AND RESPONSBILITIES

- To clean, wash, sweep, polish, dust, empty litter bins in designated areas including toilet and associated facilities, and fixtures and fittings using, where appropriate, powered equipment.
- To become conversant with the operation and maintenance of cleaning and maintenance equipment and to understand security alarm procedures.
- Liaise politely and effectively between customers and management.
- Understand and follow cleaning schedules and instructions.
- Always operate to formal work practices and procedures.
- Always Operate to formal Health and Safety Procedures.
- Participate and contribute to ongoing personal and service development.
- Fulfil personal requirements where appropriate with regard to Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the workplace.
- During exam times you will be expected to assist with the setting up and clearing of examination rooms including moving exam desks/chairs.
- Any other duties appropriate to the post are as determined by the Headteacher.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm

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CRITERIA	**Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

ESSENTIAL	DESIRABLE
• Ability to understand the importance of Health and Safety Regulations.	• Experience in cleaning in the public/ private sector. • Experience with use of powered equipment.

CRITERIA	**Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

ESSENTIAL	DESIRABLE
• Must have high hygiene standards both operational and personal. • Must have a high awareness of confidentiality.	• Ability to work to a Contract Specification. • Ability to work on own initiative.

CRITERIA	**Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL	
• Must have good communication skills. • Willingness to work unsociable hours include evening, weekends and public holidays.	

Oak Learning Partnership is committed to safeguarding and protecting the welfare of children and vulnerable adults. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

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All our colleagues are expected to demonstrate a commitment to our values and principles, and the Oak Way.

Oak Learning Partnership is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.