# Elveden C of E Primary Academy

# JOB ROLE: Cleaner

**GRADE: 1**

## REPSONSIBLE TO: Caretaker/Headteacher

**PERSON SPECIFICATION**

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| **Criteria** | | **Essential to basic performance of job** |
| **Knowledge:** | | |
| Technical or specialist | | Knowledge of Health and Safety (COSHH/manual handling/ disposal of bodily waste /chemical safety/ machine competence). |
| Literacy and numeracy | | Literate (able to read health and safety data and site information). |
|  | | Basic numeracy for stock control and stock rotation (use by dates). |
| Organisational | | Knowledge of health and safety policies and procedures, e.g. manual handling. |
| Knowledge and use of equipment | | Use of range of cleaning equipment, including specialist items e.g. rotary machines, wet pick-up, scrubber/driers. |
| **Mental Skills:** | | |
| Thinking creatively / Developing new ideas | | Identifying areas of improvement within the site and contributing to changes in working practice. |
| **Interpersonal & Communications Skills:** | | |
| Verbal and written communications skills (including use of languages) | Keep up to date written records.  Ability to communicate clearly. | |
| **Physical skills:** | | |
| Other manual skills | Operation of cleaning equipment and completing cleaning tasks. | |
|  | | |
| Level of autonomy | The work is covered by guidelines and procedures.  The post holder will have regular contact with line manager. | |

# EVALUATION NOTES

## KNOWLEDGE

* Needs knowledge about health and safety policies and procedures – general and specific, e.g. may be required to undertake specific on the job training to gain knowledge of regulations for cleaning products/swimming pool chemicals etc.
* Will need to gain specific knowledge of cleaning equipment.

## MENTAL SKILLS

* Problems solves are mainly straightforward in relation to ensuring work areas covered.
* Working to daily routine.

## INTERPERSONAL AND COMMUNICATIONS

* Ability to communicate clearly with all colleagues.

## PHYSICAL SKILLS

* Operation of cleaning equipment and completing cleaning tasks on daily basis.

## INITIATIVE AND INDEPENDENCE

* Works to recognised procedures. Post holder is responsible for ensuring own work area is maintained to required standards.
* Ability to keep confidences especially if working in sensitive areas,

e.g. headteacher’s office.

## PHYSICAL DEMANDS

* Daily physical demands due to nature of the role. Including mopping, polishing, scrubbing, bending and stretching to reach levels.

## MENTAL DEMANDS

* Majority of tasks require sensory attention to ensure completed effectively and promoting safe environment.

## EMOTIONAL DEMANDS

* Minimal emotional demands.

## RESPONSIBILITY FOR PEOPLE

* Direct impact through provision of front line service to customers by users of the sites, providing clean and safe environment.

## RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)

* No direct responsibility, occasional needs to assist new staff.

## RESPONSIBILITY FOR FINANCIAL RESOURCES

* Minimal direct responsibility for financial resources.

## RESPONSIBILITY FOR PHYSICAL RESOURCES

* Responsibility for careful use and storage of equipment and consumables on daily basis.

## WORKING CONDITIONS

* Daily exposure to disagreeable and unpleasant working conditions, e.g. toilet areas cleaning, handling chemicals and cleaning solutions, dust, dirt, grease, potential hazards in bins, human fluids, etc.