

## Elveden C of E Primary Academy

**JOB ROLE:** Cleaner

**GRADE:** 2, point 1

**RESPONSIBLE TO:** Caretaker/Headteacher

### PERSON SPECIFICATION

Criteria	Essential to basic performance of job
<b>Knowledge:</b>	
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 stockcontrol 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.
<b>Mental Skills:</b>	
Thinking creatively / Developing new ideas	Identifying areas of improvement within the site and contributing to changes in working practice.
<b>Interpersonal &amp; Communications Skills:</b>	
Verbal and written communications skills(including use of languages)	Keep up to date written records. Ability to communicate clearly.
<b>Physical skills:</b>	
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 solved 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.