

JOB DESCRIPTION – Cleaner

Department:	Ancillary	Accountable to:	Estates and Compliance Manager via Caretaker
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Purpose of the Post:

To be responsible for maintaining high standards of cleanliness and tidiness in all areas.
To conform to current Health & Safety legislation.
To operate mechanical cleaning equipment, e.g. shampooers, scrubbers, etc as required.

Duties and Responsibilities:

1. Co-operate with the Estates & Compliance Manager, Head Teacher and Caretaker in providing a safe and secure environment for students
2. Foster and maintain good working relationships and co-operate with members of staff
3. Become familiar with and adhere to school Fire and Health & Safety regulations, and recording procedures
4. Complete mandatory training as required
5. To act at all times according to the policies and philosophies of school as outlined in Autism East Midlands policies and procedural documents
6. Promote and safeguard the welfare of children and young people
7. Promote good public relations in the locality so as to increase public awareness and support for the aims and objectives of the organisation as a whole, and the school in particular

In order to maintain a hygienic environment in the school the following areas are to be cleaned using products provided:

1. Have a broad knowledge of cleaning and be physically able to undertake these duties
2. Daily – carpets, vinyl and tiled floors, tables, work surfaces, chairs, doors, shower, toilets and sinks, empty bins, refill toilet roll/paper towel dispensers;
3. Weekly – clean all other surfaces e.g. windowsills, cupboard doors, radiators, skirting boards
4. Other tasks as required

PERSON SPECIFICATION – Domestic Aide/Cleaner

Grade:		Job Title:	Domestic Aide / Cleaner		
Department:	Ancillary	Accountable to:	Headteacher		
Personal Skills / Characteristics		Essential	Desirable	Method of Assessment	Short Listing Criteria
<u>1. Experience</u>					
1.1 Experience of general cleaning duties		✓			
1.2 Experience of working with people with learning disabilities or autism			✓		
<u>2. Qualifications and Training</u>					
2.1 Relevant qualification			✓		
<u>3. Special Skills and Knowledge</u>					
3.1 Domestic skills		✓			
3.2 Awareness of Health & Safety practice		✓			
3.3 Knowledge of basic first aid			✓		
3.4 Understanding of COSHH regulations			✓		
<u>4. Personal Qualities</u>					
4.1 Ability to work on own initiative as well as a member of a team		✓			
4.2 Commitment to undertake further training, where required		✓			
4.3 Well organised			✓		
4.4 Good communication skills		✓			
4.5 Willingness to undertake extra hours, should this be required due to holidays / sickness, including weekend working			✓		
4.6 Ability to fulfill all aspects of job description		✓			

D = Desirable

E = Essential

The postholder will be required to undergo and obtain a satisfactory Enhanced Disclosure and Barring Services check.

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

Short listing will solely be from the completed application form only, against the criteria marked "S", therefore you **must** ensure these areas have been demonstrated on the application form. It is not sufficient to state, for example, "*I have knowledge of domestic skills*". Please refer to 'Guidance Notes – Employment Application Form'.

SHORT LISTING PANEL:

KEY:	AF = Application Form	CQ = Qualification Certificate	I = Interview	S = Short listing
1.		2.	3.	Interview Offered: YES <input type="checkbox"/> NO <input type="checkbox"/>