

**PERSON SPECIFICATION – Cleaner**

Category	Essential	Desirable	Assessment
Education, Qualifications and Training	Basic education. Full training will be given. Clear and complete application. 2 references.	COSHH training	Application
Experience	Cleaning work place environments. High standards of cleaning.	Experience of working around children.	Application / Interview Application/ Interview
Attitudes and Abilities	Understanding of the obligations of working around children. Ability to learn on the job Flexible. Committed to working collaboratively as part of a team in school and as part of a wider Trust.	Knowledge of cleaning materials, chemicals and equipment.	Interview / Application References
Personal Attributes	Agreeable. Kind. Friendly. Reliable and trustworthy		Interview
Working Arrangements	Part time whole time.		Interview/ Application Form



Tudhoe Learning Trust



JOB DESCRIPTION

Job Title:	Cleaner
Responsible to:	The Head Teacher
Place of Work:	Shield Row Primary School
Hours:	17.5 hours per week part time term time (3.00 – 6.30 mon – fri)
Salary:	Grade 1 Scp 10-11 £16,863 - £17,007 pro rata

Job Summary

Cleaning designated areas of the school in accordance with Trust cleaning specifications and to ensure these are kept in a clean and hygienic condition on a daily basis as instructed by the Head Teacher.

Duties and Responsibilities

Main Duties include but are not limited to:

- To clean designated areas of the school as allocated by the Head Teacher. These areas may be changed, depending on the needs of the school.
- Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas. Cleaning of public areas, corridors, etc. children's and staff toilets.
- Polishing and dusting of fixtures and fittings.
Where appropriate, after instruction, use of powered equipment.
- To follow Health and Safety codes. Health and Hygiene code of practice in relation to cleaning, e.g. C.O.S.H.H, siting of warning cones, etc.
- To report faulty equipment to the Premises Manager as necessary.
- Any other cleaning duties as directed by the Head Teacher.
- A willingness to undergo training as and when required for the job.
- Be reliable and trustworthy.

Protective clothing

You will be issued with protective clothing such as tabard/overall, rubber gloves and these should be worn at all times for your protection. You are to be responsible for laundering the garments and the Headteacher will decide when articles need replacing.