JOB DESCRIPTION 2017-18

Job No.	ALP	F11

Job Title:	**Cleaner**	**Band / salary:**		£	-	£
Responsible to:	Business Manager / Sites Manager	**Responsible for:**				
Job purpose:	Working as directed, as part of a team, clean designated areas, as directed include toilets and associated facilities, ensuring that they are kept in a clean, safe and hygienic condition.					

Resources:	**Staff:**	None
	Finance:	None
	Physical:	Shared responsibility for the careful use of equipment
	Clients:	Staff & Pupils

Duties & responsibilities:

1.	Sweeping, mopping, wiping, washing, polishing, vacuuming, dusting and polishing walls, floors, furniture and fittings in accordance with service specification and standards and including personal items belonging to service users as necessary.
2.	Empty litter bins and otherwise remove rubbish
3.	Use, as appropriate, powered equipment as provided, and ensure that relevant Health & Safety regulations are adhered to at all times

Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond

Undertake other duties and responsibilities as required commensurate with the grade of the post

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the postholder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the postholder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc).

The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder is therefore under a duty to use the ALP's procedures to report any concerns they may have regarding the safety or well-being of any child or young person.

Work arrangements

Physical requirements:	Ongoing physical demand, lifting, bending and stretching, scrubbing or working in awkward positions
Transport requirements:	None
Working patterns:	Mon – Fri. Term time plus 5 days
Working conditions:	Some exposure to chemicals for which protective clothing is available and for which training has been given. Cleaning of toilet areas.

The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

(Postholder)

(Line Manager)

PERSON SPECIFICATION

Job Title:	Cleaner

Essential:	Desirable:	Assessed by:
Knowledge & Qualifications	**Knowledge & Qualifications**	
No qualifications are required	Some knowledge of the range of tasks together with the operation of associated tools and equipment.	
Ability to read, understand and follow simple written instructions.		
Experience	**Experience**	
No experience is required	Some experience in a building cleaning environment.	
Skills & Competencies	**Skills & Competencies**	
Some demand for dexterity to use a range of cleaning equipment		
Able to interact orally to enable team working		
Physical, mental, emotional & environmental demands	**Physical, mental, emotional & environmental demands**	
A general awareness of surroundings for short periods of time is required.		
Limited emotional demands		
Limited shared responsibility for the well-being of clients		

Key to assessment methods; **(A)** application form, **(I)** interview, **(R)** references, **(T)** ability tests **(Q)** personality questionnaire **(G)** assessed group work, **(P)** presentation, **(O)** others