

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	Assessed by:	
Essential:		Desirable:		
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