

## **JOB DESCRIPTION / PROFILE**

**POST TITLE :** Cleaning Operative

**GRADE :** Band 1 (SCP 3)

**REPORTING RELATIONSHIP** Work under the direction of the School Business Manager, Head Teacher or Caretaker

**JOB PURPOSE :** To clean the designated areas in line with the schools quality procedures and work programs in a safe and efficient manner

**POST NO.**

### **MAIN DUTIES/RESPONSIBILITIES**

1. To clean all allocated areas which may include any or all of the following;
  - Toilets and cloakrooms
  - Offices and classrooms
  - Corridors and walkways
  - School Hall

*(Please note this list is not exhaustive)*
2. To respond to communication with customers / clients and colleagues
3. To ensure that a high standard of work is maintained in accordance with Quality Systems
4. To comply with Health and Safety policy and systems, including COSHH regulations
5. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
6. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
7. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
8. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### PERSON SPECIFICATION – CLEANING OPERATIVE

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Experience &amp; Knowledge</b>				D1	Previous cleaning experience in either industrial or contract setting	AF,I,R
				D2	Knowledge of Health and Safety practices at work	AF,I,R
<b>Skills</b>	E1	Application form completed to a satisfactory standard.	AF	D3	Previous experience of using a range of different cleaning equipment and tools	AF,I,R
	E2	Good verbal communication skills	I, R	D4		
	E3	Experience of working with a range of people	AF,I,R			
	E4	Ability to maintain high standard level of cleaning	I,R,			
<b>Special Requirements</b>	E5	Motivation to work with children	AF,I,R,D			
	E6	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D			
	E7	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			
	E8	Suitability to work with children	D			

	E9	Be able to conduct a conversation and answer questions, for an extended period of time where necessary.	I		
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Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references