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|  | **Park Way Primary School** |

**Job Description:** Cleaner

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| **Grade:** | Kent Range 2 |
| **Responsible to:**  **Post Number:** | Site Manager |

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| **Purpose of Job:**  Clean and maintain areas of the establishment, under the direction of a senior member of staff to ensure they are kept clean and tidy. |
| **Outline of Main Duties:**   1. Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, etc. to ensure high standards of cleanliness and hygiene at all times. |
| 1. Maintain clean toilets to ensure hygiene standards are met. Floors, sinks, cubicles, toilets |
| 1. Ensure outside grounds are kept free from rubbish and debris so a clean and tidy appearance is maintained. |
| 1. Cover for the site manager, in their absence, to include replenishing hand towels and toilet rolls, tidying grounds and unlocking and locking up the site to ensure the establishments needs are met. |
| 1. Report any defects to the Site Manager to ensure health and safety procedures are followed and to enable repairs to be carried out. |
| 1. For year round cleaners…Undertake, during holiday periods, a complete ‘spring’ clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors, etc., to ensure all areas are clean and fresh. |
| **Staff & Others Supervised by the Job Holder:**  None |

**Note:** Where a job holder carries out duties which are not included in the Main Duties above, these can be attached to this Job Profile.

**JOB PROFILE: (Cleaner posts)**

**SECTION II**

**This section to be used at Induction, Appraisal and for Personal Development Planning.**

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| **Skills Required:**  *A skill describes what you need to know and be able to do in order to perform the job at a fully competent level. Skills include every kind of knowledge and experience required. Full descriptions for each level are set out in the Skills Dictionary. The skill levels build on each other so that if level 3 is required for the job, levels 1 and 2 will also be needed.* | | |
|  | **Skills Summary (wording from Skills Dictionary)** | **Level** |
| 1 | **Technical Skills and Qualification**   1. Use of a range of basic tools and machinery, eg. lawn mowers, kitchen equipment, cleaning equipment, etc. 2. Follows work routines/instructions 3. Day to day operational maintenance of plant and equipment, eg. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc. 4. Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment, etc. | 2 |
| 2 | **Operational Knowledge**   * Knowledge of own task/job * Knowledge of all procedures in own task/job * Knowledge of any/all common practices associated with own job | 1 |
| 3 | **Planning and Organising**   * Knows, understands and is able to apply the work routines in the job * Able to work within set routines * Knows where to find work instructions and documents (e.g. job sheets, health and safety guidance) * Able to complete basic time and job sheets or other basic forms required for the job * Able to recognise problems and report to supervisor | 1 |
| 4 | **Working with People**   * Understands the requirement for working with others and in teams * Able to form effective working relationships needed for the job  1. Able to deal with others courteously and in an acceptable manner | 1 |
| 5 | **Communication**   * Able to communicate factual information politely and courteously * Has everyday spoken skills e.g. telephone and face-to-face conversations * Has basic written and numeric skills appropriate to the job * Able to listen, observe and report information to supervisor * Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness * Understands and applies confidentiality relevant to the client group, job and workplace. | 1 |
| 6 | **Money Skills**   * None applicable | 0 |
| 7 | **Health and Safety**   * Understands and able to apply Health and Safety procedures relevant to the job such as: * manual handling; * safe use of machinery and/or equipment; * COSHH ; * First Aid and Hygiene Practice; * lone working procedures and responsibilities * Able to recognise and to deal with emergency situations | 2 |
| 8 | **Equality**   * Understands equal opportunities * Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager | 1 |

**Behaviours for Success:**

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are set out in the Behaviours for Success Dictionary. These are grouped under four headings:

1. Focussing on the customer

* how we work with both internal and external customers and service users to provide a customer focussed service

2. Personal Resourcefulness

* how we enhance our personal ability to deliver an excellent service

3. Relationship Building

* how we work with colleagues and partners

4. Managing for Success (for managers)

* how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within KCC. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.

I have read and understood my job profile and I am happy that this accurately describes my role.

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