

Person Specification: Cleaner

<u>Experience</u>	Previous experience of cleaning would be an advantage but is not essential.
<u>Skills and Qualifications</u>	<ul style="list-style-type: none"> • Conscientious and hardworking. • Respectful of premises equipment and procedures. • Use of a range of basic tools and machinery, e.g. cleaning equipment, etc. • Follows work routines/instructions. • May require knowledge to enable the post holder to be responsible for the safe use of equipment. However, knowledge can be acquired based on “on the job training”, or requiring some attendance of formal courses e.g. safe operation of equipment, COSHH etc.
<u>Operational Knowledge</u>	<ul style="list-style-type: none"> • Knowledge of own task/job. • Knowledge of all procedures in own task/job. • Knowledge of any/all common practices associated with own job.
<u>Planning and Organising</u>	<ul style="list-style-type: none"> • 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. health & Safety guidance, COSHH and data sheets). • Able to complete basic forms required for the job if applicable. • Able to recognise problems and report to supervisor.
<u>Working with People and Communication</u>	<ul style="list-style-type: none"> • Understands the requirement for working with others and in teams. • Able to form effective working relationships needed for the job. • Able to deal with others 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 workplace.

Confidentiality

It is expected that all employees ensure confidentiality is maintained in line with agreed policies and protocols.

Safeguarding

All OCMAT employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

Trust Policies

It is the expectation of all OCMAT employees that they familiarise themselves with all academy policies and any updates.

Professional Development

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments.

Health & Safety

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the school. The postholder will be expected to undertake such other reasonable duties as requested from time to time by their line manager.