



EVENING CLEANER JOB DESCRIPTION AND PERSON SPECIFICATION



JOB TITLE: Evening Cleaner

SCALE: Kent Range 3 (£8,451.67 pro rata, £21,293 FTE)

RESPONSIBILITY TO: Ass. Facilities Manager and Lead Cleaner

HOURS: 15 hours per week, Mon – Fri 3:30pm-6:30pm

CONTRACT: 39 weeks per year (plus 75 hrs during scheduled holidays and overtime as and when required)

RESPONSIBILITIES AND DUTIES

To undertake cleaning duties for ensuring all the schools facilities are safe, clean and well presented.

Key Responsibilities	<ol style="list-style-type: none"> 1. To undertake various cleaning tasks as directed by line manager and follow a daily/weekly cleaning schedule. 2. Carry out cleaning duties, ensuring the school is clean, tidy and well presented, by <ul style="list-style-type: none"> • Removing litter and rubbish, and disposing or recycling as required. • Cleaning flooring by sweeping, mopping, buffing and using the carpet-cleaning machine. • Removing surface marks and graffiti. • Dusting and polishing as appropriate. • Maintaining toilets and hand basins to a high standard of cleanliness, removing lime scale etc, and replenishing toilet paper, towels and soap as necessary. 3. Reporting any maintenance defects or damage to the facilities team. 4. Support the cleaning requirements for internal or external events as required. 5. Assist the facilities team as required with deep cleaning tasks during holiday periods.
Compliance, Restrictions & Enablers	<p>Compliance with all policies and procedures of the school including, but not limited to:</p> <ul style="list-style-type: none"> • Health, Safety & Security • Data Protection legislation and best practice • Freedom of Information legislation and best practice • Child Protection, including CRB enhanced disclosure requirements • Equal Opportunities & Diversity

PERSON SPECIFICATION – Evening Cleaner

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

Criteria	Essential (E) or Desirable (D)
Education, Qualifications, Training <ul style="list-style-type: none">• Demonstrable experience cleaning• Experience, preferably in a school environment	E D
Skills, Knowledge & Experience <ul style="list-style-type: none">• Knowledge of Health and Safety Requirements related to cleaning• Good communication skills (written, verbal, in person and by telephone)• Ability to plan, prioritise and manage workload in an area of conflicting demands• Attention to detail and a practical approach to problem solving• Computer Literate	E E E D
Personal Qualities <ul style="list-style-type: none">• Able to build effective and positive working relationships• Organised and methodical approach to work• Professional, discrete, diplomatic• Enthusiastic and committed• Committed to safeguarding and promoting the welfare of children and young people• Committed to personal learning and development	All essential