



JOB DESCRIPTION: Cleaner

Our Aim

Liberty Group is an organisation devoted to improving the lives of society's most vulnerable and disadvantaged young people. The aim is to do so with different sectors of the Group- Education, Semi-Independence and Children's Homes and our Community Interest Company, to support individuals achieve the most in their lives. With our combined knowledge and experience Liberty Group deliver an optimum service to help young people achieve their full potential and make a positive impact on society.

Your Role

As cleaner you will support Liberty Training in ensuring the high standards of presentation and cleanliness of our college.

You will be accountable to your Line Manager.

Pay: £10 - £12 per hour, depending on experience and qualifications
Hours: 10 hours per week (4.00pm to 6.00pm) Term time only, with additional deep cleans during the holidays, to be arranged

Key Responsibilities

- Undertake cleaning of all areas in line with specified standards and as directed.
- Operate / use domestic and industrial cleaning equipment and material, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with Health and Safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager, immediately.
- Collect and dispose of waste.
- Refill and replace soap, hand towels and other materials.
- To fully understand the aims, objectives and ethos of Liberty Group and to reflect these in your daily working life.
- To adhere to Liberty Group policies and procedures.
- To act in a professional yet approachable manner at all times.
- To attend training as required.
- Any other tasks as required or requested by your Line Manager.

Disclosure and Barring Service (DBS) Checks

The Disclosure and Barring Service (DBS- formerly CRB) helps employers make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are subject to a criminal record check. All job offers are subject to successful DBS checks, an individual not being listed on the POVA register and are subject to a final offer of employment being made by Liberty.



CLEANER PERSONAL SPECIFICATION

Skills and qualities	Essential	Desirable
Attention to detail	✓	
Able to work in an organised and methodical manner	✓	
Ability to work on own initiative and demonstrate the ability to organise own workload and set priorities	✓	
Good communication and interpersonal skills	✓	
Excellent time keeping	✓	
Flexible and adaptable	✓	
Reliable, punctual, honest and enthusiastic	✓	
Work effectively and supportively as part of a team and under instruction of the Managers	✓	
Qualifications and experience		
Knowledge of Health & Safety issues, in particular COSHH (Control of Substances Hazardous to Health)		✓
Experience of cleaning in a school environment		✓
Ability to undertake a range of manual cleaning activities to a high standard	✓	
Stock management	✓	
Understanding and knowledge		
A respectful attitude to differences and an understanding of equality and diversity	✓	
Knowledge and understanding of confidentiality and its importance in this type of work	✓	
Personal Attributes		
Commitment to promoting good practice and adhering to the company ethos	✓	
Commitment to personal development through supervision, appraisal and training	✓	
Commitment to following Liberty Group policies and procedures.	✓	

Notes:

This job description may be amended at any time in consultation with the postholder.

Head of College's signature:

Date:

Postholder's signature:

Name (Please print):

Date:
