



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lunchtime Cleaner

Reports to: Site Team

PURPOSE OF JOB:

To undertake cleaning duties at lunchtime to maintain a high standard of cleanliness within the school, as directed. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals.

PRINCIPAL ACCOUNTABILITIES:

- To clean, remove litter and be responsible for the tidiness of the school dinner hall so that a high standard of health and safety is maintained
- Operate / use domestic and industrial cleaning equipment and materials, 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.
- To replenish soap, handtowels and toilet paper to all toilets on the site as necessary
- To empty rubbish bins daily
- Carry out emergency cleaning if required
- Comply with Health & Safety, and other school policies
- Carry out any other reasonable duties that the Site Manager may request

NECESSARY EXPERIENCE:

- Good standard of general education together with good numeracy and literacy skills; Grade C or above at GCSE (or equivalent) in English and Maths.
- Previous experience of working with children.
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

PERSONAL ATTRIBUTES:

- A positive attitude to all aspects of work
- To be adaptable and flexible
- To demonstrate a desire to do your very best and to want to improve yourself
- To show dignity and respect for everyone
- To be self-assured and independent

- To act in a professional manner
- To use initiative
- To demonstrate accountability for all your actions

ESSENTIAL:

- Evidence of basic educational achievements or qualifications
- Knowledge, Skills and Abilities Good organisational skills.
- Able to recognise and to deal with emergency situations.
- Ability to work independently or as part of a team.
- Understanding of the issues surrounding the safeguarding of children and commitment to child welfare 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.
- Use of a range of basic cleaning equipment, etc.
- Able to communicate factual information politely and courteously.
- Able to listen, observe and report information to the supervisor.

DESIRABLE:

- Evidence of basic educational achievements or qualifications
- Experience Previous cleaning experience in an office or commercial setting.

The interview will explore candidates' ability to perform the duties of the post as well as:

- Safeguarding and promoting the welfare of children
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children / young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

If shortlisted, any relevant issues arising from references will also be discussed further at interview.



PERSON SPECIFICATION

	Essential	Desirable
TRAINING & QUALIFICATIONS:		
English and Maths GCSE or equivalent grade C/4 or above (original certificates must be brought to interview)	✓	
Any NVQ 2 showing ability to study at that level		✓
Evidence of attending training to develop own skills	✓	
PROFESSIONAL KNOWLEDGE & UNDERSTANDING:		
Experience within any school		✓
Experience with children / young people with Additional Educational Needs		✓
Able to use IT for their own needs and to develop children's learning	✓	
PERSONAL SKILLS & ABILITIES:		
Excellent sense of fun, humour and enjoyment of life	✓	
Able to build and manage relationships constructively with a wide range of pupils, adults and professionals	✓	
Personal organisation skills in order to meet the many and varied elements of the role	✓	
Able to work as a member of a team	✓	
OTHER REQUIREMENTS:		
Application forms must be completed in full – dates & grades of qualifications are essential	✓	
Supporting letters should be clear and concise and relate to the person specification and job description	✓	
Underpinned by an overall philosophy / understanding of special education	✓	

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