



JOB DESCRIPTION: Cleaner

Our Aim

Liberty Training is an organisation devoted to improving the lives of society's most vulnerable and needy individuals, supporting them to achieve the most in their lives. With our combined knowledge and experience Liberty Training deliver an optimum service to help young people achieve their full potential and make a positive impact on society through our nurturing and supportive Specialist Post-16 College and our soon to be established high school, Liberty High.

Your Role

At Liberty, we take pride in the high standards of presentation at our college. We are looking for a friendly, reliable, diligent cleaner to join our team in undertaking a full range of cleaning duties. You will be accountable to the Premises Manager.

This post is for three hours per day, Monday to Friday (4.30pm - 7.30pm) term time only, with additional deep cleans during the holidays to be arranged.

Pay: £13.00 per hour, depending on experience and qualifications
Hours: 15 hours per week (4.30pm to 7.30pm) 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.

Staff will be required to safeguard and promote the welfare of children and young people and follow the organisation's policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cleaner will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the leadership team.



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

SLT signature:

Date:

Postholder's signature:

Name (Please print):



Date:
