

## Job Description



<b>Job Title:</b>	Evening Cleaner
<b>Responsibility to:</b>	Estates Manager
<b>Hours:</b>	15 hours per week
<b>Contract:</b>	39 weeks per year (plus 67.5 hrs during scheduled school holidays)

<b>Main purpose of the role:</b>	To under cleaning duties ensuring all school facilities are safe, clean and well-presented.
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### Duties and Responsibilities

- To undertake various cleaning tasks as directed by line manager and follow a daily/weekly cleaning schedule.
- Carry out cleaning duties, ensuring the school is clean, tidy and well presented, by
- 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.
- Reporting any maintenance defects or damage to the facilities team.
- Support the cleaning requirements for internal or external events as required.
- Assist the facilities team as required with deep cleaning tasks during holiday periods.
- Comply with Health & Safety, Fire Regulations and other County policies
- Any other duties as required, by the Estates Manager or Assistant Facilities Manager.

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