



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE & FAMILIES PORTFOLIO	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	SHARROW SCHOOL
POST TITLE	CLEANER
ROLE PROFILE	EO1
TOOLKIT JOB REF NUMBER	ToolkitJD-9a
GRADE	1 (inclusive of JWCs)
RESPONSIBLE TO	As defined in staffing structure
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HOURS	TERM-TIME 15 HOURS PER WEEK: 4.00PM TO 7.00PM (MONDAY TO FRIDAY) SCHOOL HOLIDAYS 15 HOURS PER WEEK: 2.00PM TO 5.00PM (MONDAY TO FRIDAY)
HOLIDAY AND SICKNESS COVER	THIS IS AN ALL YEAR -ROUND CONTRACT (52.143 WEEKS) WITH 26 DAYS HOLIDAY ENTITLEMENT UP TO 5 YEARS SERVICE & 31 DAYS HOLIDAY ENTITLEMENT AFTER 5 YEARS SERVICE. HOLIDAY ENTITLEMENT MUST BE TAKEN DURING SCHOOL HOLIDAYS
PURPOSE OF JOB	TO PROVIDE A COMPREHENSIVE CLEANING SERVICE TO THE SCHOOL SITE
RELEVANT QUALIFICATIONS AND EXPERIENCE	CLEANING EXPERIENCE KNOWLEDGE OF CHEMICALS COSHH AND HEALTH & SAFETY AWARENESS ENHANCED DBS

JOB DESCRIPTION FOR POST OF CLEANER

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Specific Duties and Responsibilities

1. To maintain a high standard of cleanliness and hygiene in the area/sites allocated.
2. To be aware of the conditions associated with the cleaning of your allocated areas related to the school/site users and to work to the appropriate Health and Safety rules and processes.
3. To use the appropriate equipment, materials, tools and machinery to ensure the job is done effectively.
4. Cleaning duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuum cleaning, polishing and dusting of designated areas as required by the School.
5. Specialist cleaning where requested by the School, i.e. carpet shampooing.
6. To report any damage/defects to the appropriate person.
7. To liaise with site staff, supervisors and line managers as required.
8. Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

PERSON SPECIFICATION / SELECTION CRITERIA	
E - Essential / D - Desirable	
EDUCATION & QUALIFICATIONS	
1. First aid training	D
2. COSHH training (chemicals and substances hazardous to health)	D
3. BICSc Licence to Practice or other cleaning qualifications	D
4. Willing to undertake appropriate training	E
EXPERIENCE & KNOWLEDGE	
5. Experience of daily cleaning / deep cleaning in a school environment	D
6. Experience of cleaning / housekeeping roles in other settings	D
WORK RELATED CIRCUMSTANCES	
7. Physically fit	E
8. Able to work in conditions related to schools	E
9. Prepared to work hours required by school	E
PERSONAL QUALITIES AND ATTRIBUTES	
10. Good attention to detail	E
11. Ability to understand verbal instructions in English	E
12. Ability to read chemical labels and understand product mixing instructions	E
13. Ability to work constructively and supportively as part of a team	E
14. Ability to use own initiative	E
15. Reliable and punctual	E
16. Organised and well-motivated	E
17. Friendly and professional manner & ability to communicate effectively with other staff	E
18. Flexible, prepared to undertake other tasks associated with the post	E
19. Committed to a long-term, permanent role	E