



Day Time Cleaner

Job Description

Role:	Day Time Cleaner (Temporary)		
Line Manager	Estates Manager	Direct Reports:	None
Scale:	Grade B	Hours:	37 hours per week Term Time only (38 weeks per year)

General Responsibilities

To provide a comprehensive cleaning service for the school, covering all internal areas of the college site.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people.
- To be responsible for cleaning allocated parts of the college site as directed by the Estates Manager, following Health and Safety guidelines.
- To undertake the safe use of chemicals and cleaning materials as instructed by the Estates Manager following Health and Safety guidelines and the use of Personal Protective Equipment (PPE), where relevant.
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers following Health and Safety guidelines.
- To maintain all college standards of hygiene and safety of all cleaning equipment and cleaning cupboards in your charge.
- To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal college operations, immediately to the Estates Manager.
- To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Estates Manager.
- Day to day duties will include the following:
 - Cleaning desks, classroom tables, chairs and arm rests
 - Cleaning door handles and push plates

- Cleaning light switches
- Cleaning lifts and their doors and buttons
- Cleaning handrails on staircases and landings
- Spot cleaning of spillages
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Wiping ledges, pipes, paintwork, doors and polishing door glass
- Vacuum cleaning hard and soft floors
- Mopping hard floor surfaces
- Replenishing hand sanitiser in dispensers located around the college site
- Replenishing janitorial supplies in toilets, etc

- To undertake any additional duties as required by the Principal.

Person Specification: Day Time Cleaner

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
A good standard of education to at least level 2 standard or equivalent	X		Application form
High standard of literacy and numeracy to at least level 2 standard	X		Application form
Relevant professional qualification		X	Application form
Working with Children and Young People	Essential	Desirable	Method of Assessment
Commitment to, and belief in, the equal value of all students	X		Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference/interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference/interview
Experience of working in an environment with children and young people		X	Application letter/interview
Skills & Experience	Essential	Desirable	Method of Assessment
Experience of cleaning in a school setting		X	Application form
Able to work as part of a team	X		Application form / interview
Concern for quality and customer service	X		Interview
Efficient and organised	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview
Must be able to work unsupervised	X		Interview
Ability to communicate effectively and relate well to all stakeholders	X		Interview
Evidence of resilience when working effectively under pressure	X		Interview
Good sense of humour	X		Interview
Additional Requirements	Essential	Desirable	Method of Assessment
Understanding of the requirements of the cleaning necessary for a Covid-secure setting		X	Interview