

Job Description and Person Specification

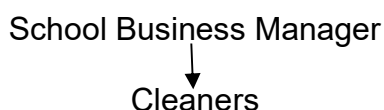
Job title	Cleaner
School	Victoria Park Nursery School
Salary grade	B
Work location	Victoria Park Nursery School
Reports to	School Business Manager
Supervises	N/A

JOB PURPOSE

To ensure the designated areas of the school are kept in a clean and hygienic condition.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

- Clean, wash and sweep in designated areas
- Empty litter bins
- Polish and dust where appropriate
- Use powered equipment (e.g., vacuum cleaners, polishers) where appropriate
- Undertake such other duties as may reasonably be requested by the school business manager or headteacher
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.

Additional Responsibilities:

- Key holder responsibility
- Open & close building during school holidays for contractors as decided by the school business manager or headteacher. Two weeks holiday to be taken in the Easter holidays and one week at Christmas.

SCOPE (impact on/control of resources, people, money etc)

The postholder has no budgetary or staffing responsibilities.

PERSON SPECIFICATION		Essential/ Desirable
Qualifications		
Experience		
Previous experience of cleaning using relevant materials and equipment		D
Knowledge and understanding		
Knowledge of cleaning materials and equipment used in the school		D
Skills and abilities		
Work-related personal qualities		
Methodical and well-organised		E
Able to work as part of a team		E
Other work-related requirements		