



## **EARLY MORNING CLEANER: JOB DESCRIPTION AND SPECIFICATION**

**Role: Morning Cleaner**

**Scale: Bexley Scale 2.4**

**FTE: £25,854 Actual: £14,359**

**Hours: 20 hours per week, 06:30am-10:30am, Monday-Friday**

**52 weeks per year, 25 days annual leave**

### **Purpose of Job:**

To undertake the cleaning of the School site to ensure the School is kept in a clean, safe and hygienic condition

### **Summary of Main Activities:**

Maintain all internal areas to a high standard, free from litter and dirt, ensuring litter bins are emptied, cleaned and lined, all spillages mopped up, marks and scuffs on all surfaces removed, door mats lifted and shaken when required and any hazards treated or signed and reported.

Ensure all toilets are maintained in a hygienic condition throughout the school day, floors are damp mopped after break and lunch and when required outside of these times.

Ensure the areas of the school that you are designated to are always clean and fully presentable.

Operate machinery where appropriate to assist with cleaning duties including vacuum cleaners, scrubbers, buffers, jetters and steamers.

To carry out all duties with due regard for Health and Safety Regulations and adhere to the School's policies and team's values.

### **Selection Criteria**

#### **Knowledge and Qualifications:**

1. Good standard of numeracy and literacy
2. Understanding of health and safety legislation
3. Basic ICT skills

#### **Experience:**

Experience of cleaning work

#### **Skills and Abilities:**

1. Numerate
2. Ability to communicate clearly orally and in writing including writing brief reports
3. Ability to establish and maintain effective working relationships at all levels (students, staff,

parents, visitors, officers, contractors, etc.)

4. Ability to prioritise and balance long and short term demands; to organise own workload

5. Ability to plan and manage own day-to-day work, to ensure routines are followed and work is attended

### **Special Requirements**

1. Flexibility to work varying start / finish times, to be prepared to work additional hours to provide service cover during weekdays and occasional weekends if required

2. A good record of attendance

3. Be in good health with an excellent health record

4. Good level of fitness

### **PERSON SPECIFICATION**

#### **Essential:**

- Understanding of health and safety
- Good level of numeracy and literacy to maintain logs and reports
- Ability to communicate clearly orally
- Ability to establish and maintain effective working relationships at all levels  
(students, staff, parents, visitors, officers, contractors, hirers etc.)
- Ability to prioritise and balance long and short term demands; to organise own workload and to ensure that routines are followed and work is attended
- Ability to use technical knowledge necessary to ensure routine operation of heating plant and other plant and equipment
- Willingness to undertake cleaning duties requiring physical work inside and outside, sometimes in an unpleasant or hazardous environment
- Flexibility to work varying start/finish times to provide service cover during weekdays and weekends as directed
- An excellent health record and good record of attendance
- A willingness to undergo training
- An understanding of and commitment to the school's equal opportunities policy
- Personal commitment to the Team and the School's values

**Desirable:**

- Experience of work in facilities management or building/related trades
- Creative and practical skills to carry out routine and minor repairs and maintenance
- Hold a current driving licence

Signed: ..... Date: .....