



CLEANER – JOB DESCRIPTION AND DUTIES

General

The position of Cleaner at Jordanhill School is one of responsibility, requiring a person of high standards, service and efficiency. The duties include the day to day cleaning of the diverse school estate and buildings, as well as vehicles, to include vacuuming, polishing, dusting, mopping and use of commercial cleaning equipment. Cleaners form part of the Facilities team in school and report to the Facilities Manager.

Job Description and Duties

Daily Duties

- Thorough cleaning of areas allocated to the required standard/specification, as directed, using correct techniques and cleaning equipment.
- Undertaking training in use of methods, materials and equipment, as instigated by the Facilities Manager.
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils.
- Compliance with the Health & Safety practices of the School.
- Safe removal of litter and waste to allocated disposal points daily, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
- All floors to be thoroughly swept with special attention being paid to corners of rooms and areas underneath furniture and fittings.
- Locking and unlocking windows and doors as directed. Windows to be open when sweeping is in progress.
- Rooms, stairs and corridor walls to be dusted. Furniture to be polished.
- Emptying vacuum cleaners and buffer vacuum bags.
- All toilets, urinals, sinks, wash hand basins and showers must be cleaned and disinfected every night. An adequate supply of toilet paper, paper towels and soap to be maintained.
- Any marks or writing on walls of rooms, corridors, toilets etc. to be removed and any damage or breakages to be reported to the Facilities Manager or duty Janitor.
- Replenishing supplies of toiletries etc. as directed. Wastage of cleaning materials should be avoided.
- Ensuring the Facilities Manager or Duty Janitor is aware of low stock levels of materials and equipment for which you are responsible.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
- Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area; notifying Facilities Manager or Duty Janitor of any faults found or of any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
- Doors must be locked, windows secured and lights extinguished on leaving rooms/premises.
- Ensure mops, cloths etc., are washed and left to dry as appropriate.
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.

- Covering on a rota basis for absent colleagues when required, which may involve some changes in hours/times.

Deep Cleans

- Undertake cyclical deep cleaning which encompasses a range of activities including:
 - All walls to be swept down.
 - Woodwork and walls to be washed down.
 - Electric light shades to be washed.
 - Floors to be scrubbed, where floors have been sealed, resealing may have to be done.
 - Furniture to be washed and polished.

School Vehicles

- Internal cleaning, removal of litter and hoovering of school vehicles



CLEANER – PERSON SPECIFICATION

Post	Cleaner
Summary of Role	The position of Cleaner at Jordanhill School is one of responsibility, requiring a person of high standards, service and efficiency. The duties include the day to day cleaning of the diverse school estate and buildings, as well as vehicles to include vacuuming, polishing, dusting, mopping and use of commercial cleaning equipment. Cleaners form part of the Facilities team in school and report to the Facilities Manager.

Criteria	Essential	Desirable	Evidence
Education, Training, Qualifications		Training in various aspects of H&S associated with cleaning.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Certificates
Skills	<p>Ability to understand and comply with work instructions (written and verbal).</p> <p>Methodical approach to cleaning.</p> <p>Ability to follow manufacturers' instructions with regard to cleaning equipment and chemical usage.</p>	<p>Experience of cleaning in a professional/work environment.</p> <p>Experience of buffing and vacuuming equipment.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Knowledge		Working knowledge and familiarity with commercial cleaning techniques.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Health	Applicants must be physically fit and able to undertake the range of duties outlined in the job description and duties.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Other	<p>Has an ability to work alone or as part of a team.</p> <p>Shows an enthusiastic and positive manner.</p> <p>Demonstrates a flexible approach to the needs of the school and facilities team.</p> <p>Able to deal with all types of cleaning which may involve dealing with bodily fluids on occasion (suitable protective clothing will be supplied).</p>	Service driven.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References

Competencies	Essential	Desirable	Evidence
Communication	<p>Able to communicate clearly in a way that people understand.</p> <p>See the importance of sharing and communicating well.</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Motivation	<p>Keen to do things well and work steadily to meet targets.</p> <p>Enjoy challenges and works well when time is short or when things are difficult.</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Customer Orientation	<p>Treat customers fairly and consistently in a professional, polite manner and provide a high quality service on time.</p>	<p>Sort out enquiries and problems promptly, keeping customers up-to-date.</p> <p>Can go that extra mile to exceed customer expectations.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Attitude	<p>Happy to embrace and engage in new ideas and ways of working and is able to see the good that change can bring.</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Self-Development	<p>Keen to join in training and keep up to date with changes in skills and knowledge required.</p>	<p>You offer support to colleagues based on what you know.</p> <p>You seek out chances to learn and develop.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References

References will be taken up post-interview with the applicant's consent if they are being actively considered for the position.

Satisfactory completion of a **Protecting Vulnerable Groups (PVG) Scheme Record** will be required prior to taking up post as well as evidence to support eligibility to work in the United Kingdom.