

# Job Description & Person Specification



<b>Job Title</b>	Cleaner
<b>Division/Location</b>	The Radstone Primary School, Poppyfields Way, Brackley NN13 6GA
<b>Reporting to</b>	Cleaning Supervisor
<b>Weekly Hours</b>	10 (Monday – Friday 15.30-17.30) 44 weeks per year
<b>Grade/Salary</b>	£8.72 per hr

<b>Job Description</b>
<b>The Role:</b>
To carry out day to day cleaning at The Radstone Primary School, ensuring that the necessary standards are met and operating in line with Norse Policies and Procedures.
<b>Main Responsibilities</b>
<ul style="list-style-type: none"> <li>• To clean areas allocated in accordance with the cleaning specification and required standards.</li> <li>• Complete timesheets daily.</li> <li>• To co-operate with the team in carrying out tasks .</li> <li>• Report faulty machinery and possible Health &amp; Safety hazards to the supervisor.</li> <li>• Report any cleaning difficulties to the supervisor.</li> <li>• Comply at all times with Health &amp; Safety regulations and abide by the Health &amp; Safety training provided.</li> </ul>
<b>Other Duties</b>
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

### Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We will focus on the delivery of high standards in all that we do.

**Innovation** – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

**Respect** – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

**Trust** – We will be transparent, accountable and take ownership of our responsibilities.

<b>Person Specification</b>			
<b>Category</b>	<b>Requirement</b>	<b>Essential or Desirable</b>	<b>Assessment Method</b> Application Form (AF) Interview (I) Test(T)
<b>Qualifications/ Knowledge/ Training</b>	COSHH Training	Desirable	AF/I
	Knowledge of Health & Safety Requirements	Desirable	AF/I
<b>Experience</b>	Previous cleaning experience	Essential	AF/I
<b>Skills/Abilities</b>	Able to work as part of a team.	Essential	AF/I
	Ability to clean to a high standard .	Essential	AF/I
	Good communication skills.	Essential	AF/I
	High standard of customer service.	Essential	AF/I
<b>Other Requirements</b>	Enhanced DBS issued within 12 months	Desirable	AF/I

<b>General</b>
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual’s responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health &amp; Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

<b>Agreement</b>			
<b>Employee Name:</b>		<b>Date:</b>	
<b>Employee Signature:</b>			

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date	
Approved by HR Director:		Date	