

## Role Description & Person Specification

# Cleaner - Department of Education, Sport and Culture.

### What will you do?

The main purpose of the job is to work as part of a team and in conjunction with the Site Manager/ Caretaker and other staff working in partnership with QEII High School to thoroughly clean designated areas of the establishment and ensure a high standard of cleanliness and hygiene.

### What does that involve?

To be effective in the role the post holder must be well organised, self-motivated and be able to work unsupervised. After a period of instruction they will be expected to use independent judgement and initiative on a daily basis in planning some aspects of the work schedule.

Working on site the post holder is a front line representative at the site, therefore the post holder must be able to interact and communicate with both members of the public, students and staff in an appropriate manner. They will be required to work in various areas/sites that come under the Department of Education, Sport and Culture, making the areas clean and safe for Students, Staff and Public who use the buildings/sites.

A secondary objective of the post is to monitor the area of work and ensure that they are kept free from obstructions, and identify any Health & Safety issues or hygiene related problems. This means that they have to be actively involved in the continuous monitoring and reporting of Health & Safety concerns and maintenance issues. Following relevant training, they will be expected to take immediate action when an incident occurs e.g. notifying their Manager or supervisor or senior member of staff.

The post holder will be required to have good basic reading skills, being competent enough to independently review and comprehend standard instructions. In addition they should have at least basic written skills, sufficient to make clear records e.g. accident record book.

In carrying out these duties the post holder will be required to:-

#### **Cleaning**

- Washing, cleaning, sweeping, tidying, vacuum cleaning, polishing and dusting in various areas of site/premises, including cleaning windows/door glass cleaning brush heads, changing filters and bags
- Removal of litter receptacles for disposal
- Cleaning of toilets, showers and associated fittings
- Using mechanical powered equipment where appropriate, e.g. polishing machines, scrubbing machines, vacuum cleaning wet and dry and carpet shampooers.
- Enhanced training in the use of specialist cleaning equipment will be given

#### **Health and Safety**

- Awareness and compliance with health and safety in working area on a day-to-day basis and ensuring, as far as reasonably practicable, that he/she is familiar with all relevant health and safety legislation and recommendations and that these are observed within his/her areas of responsibility.

In particular, the post holder is required to be trained and to follow the:-

- policy statement on Health and Safety at Work
- reporting procedures for any accident
- guidelines for the appropriate use and storage of the cleaning products used on the premises, this will include an awareness of COSHH assessments
- Recommended safe working practises for all cleaning tasks and an understanding of the risk assessments, ensuring a risk assessment is completed before any potentially hazardous task is commenced.
- Take responsibility for own personal hygiene, health and safety and ensure that appropriate clothing and footwear are worn at all time

#### **Site maintenance and management**

- Reporting on maintenance faults and defects noticed when carrying out other duties
- Actively involved in the site energy efficiency programme e.g. switching off lights.
- Be required to have an overview of the site security systems
- When required where applicable to be responsible in the daily opening / closing up of the site
- In the case of an emergency opening or closure of the site.
- When required assist with the movement of furniture and equipment around the site

#### **Other duties**

- Provide additional cover if and when required when other members of the team throughout the Caretaking & Cleaning establishments that are absent from work or due to infrequent circumstances which demands extra cover.
- To work constructively and flexibly as a team member by undertaking other tasks appropriate to the grade and role.
- Maintaining good working relationships with colleagues
- Contributing to a quality service working to agreed standards
- Maintaining confidentiality

#### **The Department of Education, Sport & Culture Safeguarding**

This role works in partnership with staff from the Department of Education, Sport & Culture. Department of Education, Sport & Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff on site have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Protecting Children Board Child Protection procedures and the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
Current First Aid Certificate	Desirable	CV
Previous experience of working in a cleaning role.	Essential	CV/Interview
Experience and knowledge of working with various types of machinery for cleaning multiple surfaces, and follow procedures for cleaning the machinery after use	Essential	CV/Interview
<b>Capability</b>		
Able to follow Health and Safety practices, standards expected in terms of cleanliness and hygiene, including knowledge of COSHH in respect of working with chemicals and products for cleaning various surfaces.	Desirable	CV/Interview
Able to priorities areas for cleaning considers which materials and equipment to use. To be able to refer to supervisor details of equipment breakdown and requests for supply of new material's	Desirable	CV/Interview
Good interpersonal and communication skills, with the ability to communicate effectively with colleagues, children and parents.	Essential	CV/Interview
Ability and desire to achieve high standards, be able to discuss areas to be cleaned and equipment to be used	Essential	CV/Interview
Ability to work effectively independently and as part of a team, must be flexible and adaptable	Essential	CV/Interview
<b>Character</b>		
Positive approach to challenges and change with a willingness to be trained and to apply new skills.	Essential	CV/Interview
Positive and active contributor to the life of the school, taking pride in completing the job and achieving a good performance that is measurable	Essential	CV/Interview
Commitment to and understanding of equal opportunities, treating everyone fairly and with decency	Essential	CV/Interview
Value others skills and diversity of others, including being thoughtful, caring and supportive	Essential	CV/Interview
Good team worker but able to undertake cleaning tasks without direct supervision when required	Essential	CV/Interview
Enthusiastic and energetic with the ability to inspire and motivate others within the team to provide a clean and safe environment for all users	Essential	CV/Interview
Sensitive to the working environment and the demands of working around children, and understand the importance of being a positive role model	Essential	CV/Interview
Maintain confidentiality, working in a culture that is open, honest and supportive	Essential	CV/Interview

Other requirements		
Physically able to carry out the requirements of the role. Please note this role involves standing, walking, scrubbing, lifting and carrying, sometimes in awkward positions. It also involves working with equipment that can be noisy and vibrates.	Essential	Pre-employment Checks
Ability to work with a wide range of cleaning materials, including chemicals	Essential	Pre-employment Checks
Satisfactory police check	Essential	Pre-employment checks
Isle of Man Worker	Desirable	Application