



# MANOR JUNIOR SCHOOL

Motivation, Joy, Success!

## JOB DESCRIPTION

**POST:** Cleaners  
**SALARY SCALE:** Scale 1b  
**POSTHOLDER:**  
**DATE:** January 2019  
**REPORT TO:** Facilities Officer

### Main Tasks

- To work in line with our values of being Enthusiatic, Respectful, Inclusive and Challenging (ERIC).
- To ensure that all cleaning duties are completed to the agreed standard.
- To ensure all duties are carried out to the agreed Health & Safety Standard.
- To ensure that all cleaning tools and materials are securely locked away before the end of each working day.

### Job Activities

- To carry out cleaning duties as per rota / Line Manager
- To clear up any spillage of substances likely to be hazardous
- To report any injuries to your Line Manager
- To report serious incidents, accidents or near misses to your Line Manager.
- Attend training as required.
- Operate equipment safely in accordance with maker's instructions.
- Store all equipment safely and securely.
- Use and store cleaning materials in accordance with COSH guidelines
- To understand and comply with Health and Safety regulations, School guidelines and the Council's Equal Opportunities Policy.

The job description will be subject to annual review in order to take into account the changing needs of the school and conditions of service as outlined in the current document.

Manor Junior School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

Postholder ..... Date .....

Headteacher ..... Date .....

**London Borough of Barking & Dagenham**



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## Person Specification

**Post Title: Cleaner**

**Scale:** Scale 1b - £9.89 - £10.04 per hour

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Previous Experience of Cleaning	
<b>Training</b>		Evidence of First Aid Certificate (not essential)
<b>Safeguarding</b>	Completed Disclaimer Form	
<b>Personal Qualities</b>	Ability to work in line with the school's values of being Enthusiatic, Respectful, Inclusive and Challenging (ERIC). Empathy with the aims of the school and to pupils	
<b>Equal Opportunities</b>	Commitment to the Council's Equal Opportunities Policy	
<b>Disqualifying Factors</b>	Indication of sexist, racist, and anti-disability attitudes or any other attitudes inconsistent with either the Council's Equal Opportunities Policy or the School's Safeguarding Children Safe Recruitment Policy and Procedures.	