

Person Specification - Cleaner

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Cleaner in Charge
Grade	Grade 1 (£17,364 £17,711) The pro rata salary for this role is £9,876 - £10,073 per annum
Hours	25 hours per week term time only, 1pm – 6pm Monday – Friday
Location	Based at President Kennedy School, with a requirement to travel to, work at and undertake work for schools across the Trust as necessary.

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> A good and fluent level of written and spoken English with basic numeracy skills 	<ul style="list-style-type: none"> Relevant qualification in relation to health and safety, Control of Substances Hazardous to Health (COSHH) etc. 	Application Form Certificates Test
Skills and Abilities	<ul style="list-style-type: none"> Physically able to undertake the role of cleaner including bending and stretching, lifting and carrying, pushing and pulling heavy items. (subject to any reasonable adjustments) Able to consistently clean to the required standards Able to maintain safe working practices at all times Able to work well both as part of a team and independently Good communication skills Good interpersonal skills, able to interact with learners, colleagues, visitors, parents etc. in a professional and courteous manner Able to identify faults, defects or required 		Application Form Interview Test

Skills and Abilities Continued	<p>repairs in relation to furnishings, premises or equipment and report</p> <ul style="list-style-type: none"> • Able to adapt and change to meet the needs of the school. • Able to understand and respond to warning notices etc. on cleaning chemicals and complete basic forms / keep accurate records. • Able to follow the school's safeguarding procedures and recognise when to report any concerns. 		Application Form Interview Test
Experience	<ul style="list-style-type: none"> • Cleaning • Basic problem solving 	<ul style="list-style-type: none"> • Working in a school environment 	Application Form Interview Test
Knowledge and understanding	<ul style="list-style-type: none"> • Working practices, equipment and materials in relation to cleaning • Health and Safety within a cleaning environment and COSHH • The importance of cleanliness and hygiene in the school environment • The role of systems, processes and procedures in ensuring efficient and effective service delivery • Customer care 		Application Form Interview Test
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers 		Application Form Interview

	<ul style="list-style-type: none">• Able to work calmly under pressure and withstand stress• Able to work flexibly, and to attend meetings and INSET days as required		
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Person specification reviewed by: Victoria Hastie, Operations Director

Date: September 2020