



Job Description and Person Specification

Job title	Cleaner
Department	
Section/Service	
Location	
GR Number	
Grade	Scale A
Responsible to	Premises Manager/Director of Business and Community Strategy
Responsible for	
Effective date	

Role and Context
<p>Job Purpose Purpose and Scope:</p> <ol style="list-style-type: none"> Under the direction of the Head of School, via Aylsham Learning Federation Premises Manager or Assistant Premises Manager, clean a designated area of John of Gaunt Infant and Nursery School to the standard laid down in the county specification. To become a member of bank cleaning staff who on occasions may be required to clean at Aylsham High School or Bure Valley School, part of the Aylsham Learning Federation. To help keep the school site in the best possible condition.
<p>Context Job Family: Site Management and Maintenance</p>
<p>Other Job Information (e.g. any special factors or constraints) You will be employed for 4 hours per week for 38 weeks per annum (term time only).</p>

Principal Accountabilities	
Accountability	
<ol style="list-style-type: none"> To replenish sanitary materials (toilet paper, paper towels and soap) To clean designated areas to the required standard. To periodically carry out a deep clean in designated areas. To ensure the cleaning equipment is kept clean and in working order. 	



<ol style="list-style-type: none"> 5. It should be noted that occasionally there may be a need to change the designated area to cover for sickness or absenteeism. 6. To be fully aware of, and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act. 7. To work under the supervision of the Aylsham Learning Federation Premises Manager or Assistant Premises Manager 8. To report any problems to the Premises Manager or Head of School. 	
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Person specification	
Qualifications	
Essential	Desirable
	Good general level of education.
Experience	
Essential	Desirable
	Working in a cleaning role in a school or similar environment.
Skills/knowledge	
Essential	Desirable
Good communication skills. Able to organise own workload in the context of varied tasks. Ability to work calmly.	



General Information

- The job description details the main outcomes of the job and will be updated to reflect **major changes** that impact on the outcomes of the job.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council and Departmental policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.