

Job Description

BARNLSLEY

Metropolitan Borough Council

DIRECTORATE/DEPARTMENT: Children, Young People & Families

SERVICE AREA: Any School

SECTION: Generic

JOB TITLE: Generic Cleaner

JOB REFERENCE NO: 72927

GRADE: 1

RESPONSIBLE TO:

Headteacher

EMPLOYEE SUPERVISION:

None

Purpose of Post:

To provide an efficient and effective cleaning service throughout the school

Key Areas:

- 1. To carry out cleaning duties around the school**
- 2. To undertake safe working practices in line with Health and Safety standards**

Duties and Responsibilities:

- 1. To carry out routine and non routine cleaning duties as determined by Manager.**
- 2. To lift and carry equipment as necessary.**
- 3. To use cleaning equipment, chemicals and cleaning products as necessary.**
- 4. To adhere to COSHH assessments in relation to personal protection when using cleaning chemicals and products.**
- 5. To undertake specified Health and Safety Training as required.**
- 6. To liaise with Manager regarding the ordering of cleaning materials as required.**

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Date Job Description Revised: August 2012

By whom: Human Resources - Pay & Reward Team

EMPLOYEE SPECIFICATION

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Generic Cleaner	Directorate/School: Generic	Grade: 1
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Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
	Relevant Experience	Previous cleaning experience	Application/Interview	Minor
	Education and Training Attainments	No formal qualifications are required as training will be provided.	Application Form	Minor
		Willingness to undertake any appropriate training relevant to the post.	Application/Interview	Essential
	General and Special Knowledge	Awareness of health and safety.	Application/Interview	Essential
	Skills and Abilities	The ability to work on own initiative and as part of a team.	Application/Interview	Essential
		The ability to perform tasks including lifting, carrying and climbing	Application/Interview	Essential

		Ability to follow instructions.	Application/Interview	Essential
	Additional Factors	Willingness to work flexibly.	Application/Interview	Essential
		Commitment to Equal Opportunities.	Application/Interview	Essential