

## Role Profile: Cleaner – part time

### Purpose

Report to the Facilities Manager and maintain the cleanliness of the school. The role will have a section of responsibility, but this is not restricted and will change on a rota with other colleagues.

### Key Accountabilities

#### Main Responsibilities

- To clean set areas including offices, break areas, communal areas, washrooms and toilets.
- Restock consumables as and when required.
- Ensure rubbish bins are maintained and emptied.
- Main duties will include Dusting, Mopping, vacuuming, wiping and scrubbing surfaces. Touch point cleaning.
- Liaise with Facilities Manager to cover any absences.
- Carry out deep cleans across the site.

#### Professional development and training

- Attend training courses and undergo training as necessary to maintain compliance and in line with responsibilities and to train any relevant personnel as required

### Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

|                       | Essential  | Desirable  |
|-----------------------|--|--|
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>• Able to work individually and as part of a team.</li> <li>• Excellent organisational skills</li> <li>• Flexibility</li> <li>• Ability to follow instructions</li> <li>• Good time keeping skills</li> </ul> | <ul style="list-style-type: none"> <li>• Basic computer skills to respond to emails and complete online training</li> </ul>                                      |
| <b>Qualifications</b> | N/A  |  |
| <b>Experience</b>     |  | <ul style="list-style-type: none"> <li>• Previous cleaning experience and knowledge</li> <li>• Experience of working in a customer facing environment</li> </ul> |
| <b>Other</b>          | <ul style="list-style-type: none"> <li>• The desire to do a good job</li> <li>• A 'can do' attitude</li> </ul>   |  |

## Key Stakeholders:

**Internal** – Facilities Manager and all staff

**External** –

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

**Signed:** .....

**Name (print):** .....

**Date:** .....