

## Cleaner 2022

Personal Specification	
Qualification and Experience	<ul style="list-style-type: none"> <li>No formal qualifications required</li> <li>Good Standard of Education desirable</li> <li>Experience and understanding of cleaning duties.</li> <li>Experience in the use of various cleaning machinery and chemicals</li> </ul>
Personal skills/attributes	<ul style="list-style-type: none"> <li>The ability to use common sense in the application of cleaning.</li> <li>Able to understand Health and Safety procedures.</li> <li>Able to accurately follow verbal instructions given by line manager</li> <li>Ability to prioritise and organise work</li> <li>Pleasant, patient and helpful personality.</li> <li>Ability to work on own initiative and as part of a team.</li> <li>Punctual, reliable and trustworthy</li> <li>Flexible approach to working arrangements</li> </ul>
Professional Values and Practice	<ul style="list-style-type: none"> <li>Have a flexible and adaptable approach to work, be willing to go the extra mile to get the job done for the benefit of our pupils, our colleagues and for yourself.</li> <li>Have a happy and positive attitude to the work you undertake.</li> <li>Be emotionally resilient and respond to situations in a calm, professional manner at all times, especially when faced with a complaint</li> <li>Be collaborative, working in partnership with colleagues.</li> <li>The capacity and enthusiasm to learn, be self-motivated, reflective, creative and innovative in order to continuously improve.</li> <li>To have a strong awareness of professionalism and respect for confidentiality.</li> <li>At all times model good relationships, attitudes, behaviour.</li> <li>To be able to self-evaluate your own performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required.</li> <li>Willingness to attend occasional meetings outside of normal hours.</li> <li>Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.</li> </ul>
Summative Agreement	
Confidentiality Code of conduct Safeguarding Health and Safety Induction	<ul style="list-style-type: none"> <li>I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s).</li> <li>I will adhere to the Trust's code of conduct and all other school policies.</li> <li>I will comply with all Trust policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s).</li> <li>I agree to take care of my own and other's safety at all times and to carry out my duties in accordance with the Trust's Health and Safety policy and procedures.</li> <li>On joining the Trust, I agree to attend Induction sessions and complete all related tasks as required.</li> </ul>
<p><i>This person specification is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the post holder will undertake in fulfilling their responsibilities, and may also be subject to amendment or modification at any time in consultation with the post holder.</i></p> <p>Agreed by post holder _____ Date _____</p>	
Date of this review: September 2022	Date of next review: September 2023