



JOB DESCRIPTION

Job Title: Cleaner

Reporting to: Senior Manager

Overall Job Purpose

Required to undertake general cleaning duties at various locations throughout a residential school for young people who have special educational and social needs. Will be assigned to specific site(s) under the direction of the Senior Manager and expected to contribute to maintaining a high standard of cleanliness across the campus. Committed to the highest standard of hygiene and cleanliness and able to contribute positively to an organisational culture which strives for and values the best in individual care and education.

Key Responsibilities

1. Able to perform tasks, show initiative and work with minimal supervision to maintain high standards of hygiene and cleanliness.
2. Able to work flexibly, recognising the lack of care and concern which troubled adolescents may sometimes exhibit and the strain this can put on people and their surroundings.
3. Attend to, and assume responsibility for, all the cleaning tasks and domestic requirements for one's assigned site as directed by the Senior Manager.
4. Undertake daily cleaning tasks as well as more extensive periodic cleaning projects to maintain a high state of cleanliness, hygiene and presentation in all public areas for which one is responsible.
5. Attend to daily toiletry and domestic linen needs for any toilets, washrooms, linen cupboards or kitchens for which one is responsible.
6. Take stock and ensure that an adequate supply of domestic equipment and cleaning supplies is available at all times in any area for which one is responsible.
7. Undertake daily shared cleaning tasks with other Cleaners in a variety of communal/ public areas throughout the school as directed by the Senior Manager.
8. Work to a flexible schedule which must accommodate the demands of normal office routines, day time school routines, and the comings and goings of large numbers of people throughout the day.
9. Observe and maintain appropriate domestic routines in accordance with relevant health and safety regulations and with identified procedures for dealing with potentially dangerous equipment and materials.
11. Undertake any other duties or tasks as directed by the Senior Manager.



PERSON SPECIFICATION

Personal Competencies

- Physically and mentally fit
- Mature, trustworthy and reliable
- Good interpersonal and communication skills
- Basic literacy and numeracy skills
- Ability to work alone or as part of a team
- Ability and willingness to relate and interact with young people when required
- Ability to exercise initiative and good judgement when required
- Ability to plan and attend to details

Professional Competencies

- Sound working knowledge of domestic and industrial cleaning procedures

Education and Experience

- Basic Grade education
- Previous experience in domestic and/or industrial cleaning preferred
- Previous experience of interacting and relating to young people would be helpful

Disclosure Scotland & References

- Required Level of Disclosure: Enhanced
- Work references, including previous and current employers