The Federation of Tibberton and Hindlip CE First Schools

Person Specification – Cleaner-in-Charge

Criteria	Qualities	Essential / Desirable
Qualifications, experience and training	Experience of cleaning in a school or comparable setting.	Desirable
	Understanding of appropriate cleaning methods, hygiene standards and the safe use of cleaning materials.	Essential
	Experience of working independently and organising cleaning duties to meet required standards.	Desirable
	Experience of supervising, allocating or checking the work of others.	Desirable
	Knowledge of COSHH requirements and relevant health and safety procedures (or willingness to undertake training).	Desirable
	Experience of keyholding, premises security or undertaking opening and closing duties.	Desirable
	Relevant health and safety, cleaning or facilities training.	Desirable
Skills and knowledge	Ability to work independently, use initiative and organise workload effectively.	Essential
	Ability to maintain high standards of cleanliness, hygiene and presentation.	Essential
	Ability to prioritise tasks and respond promptly to unexpected cleaning or maintenance requirements.	Essential
	Understanding of health and safety responsibilities, including the safe handling, storage and use of cleaning products.	Desirable
	Ability to recognise and report hazards, defects and maintenance issues.	Essential
	Ability to follow procedures relating to building security, fire safety and site safety.	Essential
	Ability to communicate effectively and build positive working relationships with colleagues and visitors.	Essential

	Ability to monitor cleaning supplies and manage resources effectively.	Essential
	Ability to allocate, oversee and check the quality of work undertaken by other cleaners.	Desirable
	Basic practical maintenance or handyperson skills.	Desirable
Personal qualities	Reliable, conscientious and trustworthy, with a strong sense of responsibility.	Essential
	Takes pride in their work and demonstrates attention to detail.	Essential
	Flexible and adaptable, with a positive and proactive approach.	Essential
	Able to work independently whilst contributing positively to the wider school team.	Essential
	Committed to maintaining a safe, clean and welcoming environment for children, staff and visitors.	Essential
	Able to maintain confidentiality and demonstrate discretion at all times.	Essential
	Supportive of the ethos and values of the school as a Church of England school.	Essential
	Commitment to safeguarding, health and safety, equality, diversity and inclusion.	Essential
	Willingness to undertake relevant training and professional development.	Essential

Notes: This job description and person specification may be amended at any time in consultation with the postholder.

Name: _____

Signature: _____

Date: _____