

JOB DESCRIPTION						
DIR	ECTC	PRATE:	DEPART	DEPARTMENT:		
Learning, Culture & Children's			Schools			
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	JOB TITLE: School Cleaner			POST NUMBER: E****615/E****619/E2007650/E2007660		
JULI	School Cleaner			/L 019/L2007030/L2007000		
REPORTS TO (Job Title):				Current Grade		
Clea	Cleaning Supervisor					
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1.	MAIN PURPOSE OF JOB To provide a good guality elegating convice that is respective to the					
	To provide a good quality cleaning service that is responsive to the needs of the school, resulting in a clean and healthy environment for					
	pupils and staff.					
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:					
	i.	To work as part of the sch	hool clean	ing team, supporting and		
		assisting colleagues whe		• 11		
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	ii. To empty waste bins from designated areas and fit replacement be liners where appropriate. Follows recycling policies wherever			·		
		possible.	Follows	ecycling policies wherever		
		possible.				
	iii.	To vacuum all carpeted fl	oor surfac	es, sweep and mop vinyl floor		
		surfaces and sweep and		ned wooden floor surfaces in		
		designated areas.				
	iv. To clean and disinfect all toilets and wash hand basins, replenish					
	iv. To clean and disinfect all toilets and wash hand basins, replenish toilet paper, hand soap and hand towels and clean mirrors, door					
		handles and hand dryers				
	V.			ssroom furniture (desks, tables,		
		chairs, cupboards and loc	ckers) loca	ated in the designated area.		
	vi.	To carry out periodic clea	ning tasks	s (usually during holiday periods)		
	vi. To carry out periodic cleaning tasks (usually during holiday periods which includes high level dusting, wall washing, removing chewing			` ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '		
			<u> </u>	cleaning the inside surfaces of		
				ors, removing curtains and		
		blinds for cleaning, dusting	ng picture f	frames and other similar duties.		
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		vii.	To periodically strip and re-polish vinyl and wooden floor surfaces, when required (this involves removing existing polish surface, scrubbing, wet mopping, applying a new layer of polish and buffing to achieve a shiny surface).	
		viii.	To periodically carry out special cleaning routines following major decoration or building works.	
		ix.	To take notice of and subsequently report any property defects or maintenance issues and to make sure that any areas that need to be locked after having been cleaned are appropriately secured.	
Ī	3.	SUPERVISION / MANAGEMENT OF PEOPLE		
		Direct: 0		
		Indirect: 0		

4. CREATIVITY & INNOVATION

The post holder is required to carry out routine duties with very limited opportunity to be creative or use their initiative.

5. CONTACTS & RELATIONSHIPS

Internal

The post holder will have frequent routine contact with their Supervisor and co-workers relating to the allocation of tasks.

External

None identified

6. DECISIONS

Discretion

The work is routine and covered by policies and procedures and advice is readily available from the Supervisor.

Consequences

If work is not carried out to the required standard the Supervisor may instruct the post holder to repeat the tasks.

7. RESOURCES – financial & equipment

Description

Post holders have shared responsibility for the proper use and safekeeping of materials and small items of equipment which may include: vacuum cleaner, buffing machine, wet pick up machine.

8. WORK ENVIRONMENT

Work demands

The work involves routine cleaning tasks which may be interchanged within a set programme of work to accommodate the needs of the school eg altering the sequence of cleaning of classrooms where a classroom is used for an evening class.

Physical demands

Work requires moderate physical effort which will involve walking, standing, bending, some lifting and operation of the cleaning machines.

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Working conditions

The work is carried out indoors. There will be some exposure to chemicals and unpleasant conditions.

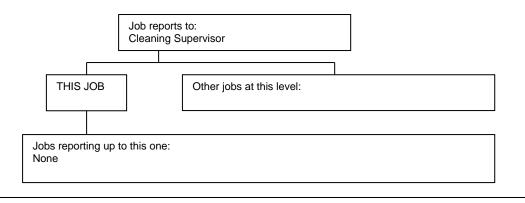
Work context

Work involves minimal risk to personal safety.

9. KNOWLEDGE & SKILLS

The post holder requires a basic knowledge of the safe use of chemicals and equipment and security policies and procedures which can be gained from an initial induction and on the job training.

10. Position of Job in Organisation Structure



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