

JOB DESCRIPTION						
	ning,	DRATE: Culture & Children's	DEPARTMENT: Schools			
JOB TITLE: School Cleaner			POST NUMBER:			
REPORTS TO (Job Title): Cleaning Supervisor				Current Grade		
1.	MAIN PURPOSE OF JOB 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.	COF	ORE RESPONSIBILITIES, TASKS & DUTIES:				
	i.	To work as part of the school assisting colleagues where a	_			
	ii.	To empty waste bins from designated areas and fit replacement bin liners where appropriate. Follows recycling policies wherever possible.				
	iii.	To vacuum all carpeted floor surfaces, sweep and mop vinyl floor surfaces and sweep and buff polished wooden floor surfaces in designated areas.				
	iv.	To clean and disinfect all toile toilet paper, hand soap and handles and hand dryers in the state of the stat	nand towel	ls and clean mirrors, door		
	V.	To wipe down, dust or polish chairs, cupboards and locker		•		
	vi.	To carry out periodic cleaning periods) which includes high chewing gum from under des surfaces of all windows, clea curtains and blinds for cleani similar duties.	level dust sks and tal ning behir	ing, wall washing, removing oles, cleaning the inside and radiators, removing		

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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.		
3.	Dire	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.	The and	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 past holder to repeat the tasks.			

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RESOURCES – financial & equipment 7.

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.

WORK ENVIRONMENT 8.

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.

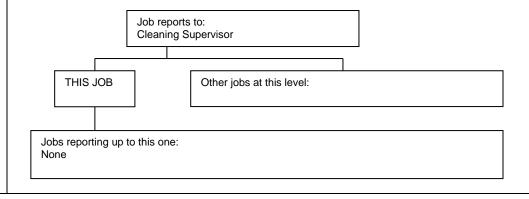
Work context

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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