

JOB DESCRIPTION						
DIR	ECTO	PRATE:	DEPARTMENT:			
Learning, Culture & Children's			Schools			
	vices	E,	DOST N	UMBER:		
JOB TITLE: School Cleaner				/E****619/E2007650/E2007660		
REF	PORT	S TO (Job Title):		Current Grade		
Cleaning Supervisor						
1.		N 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.	CORE RESPONSIBILITIES, TASKS & DUTIES:					
	i.	To work as part of the scl	hool clean	ing team, supporting and		
		assisting colleagues whe	re appropi	riate.		
	ii.			ed areas and fit replacement bin ecycling policies wherever		
	iii.			es, sweep and mop vinyl floor ned wooden floor surfaces in		
	iv.		nd hand to	d wash hand basins, replenish owels and clean mirrors, door signated area.		
	V.	•		ssroom furniture (desks, tables, ated in the designated area.		
	vi.	which includes high level gum from under desks ar all windows, cleaning beh	dusting, v nd tables, o nind radiat	s (usually during holiday periods) vall washing, removing chewing cleaning the inside surfaces of ors, removing curtains and 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.	
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		

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.

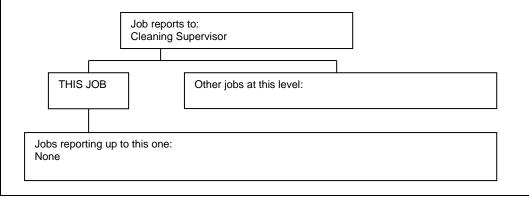
Work context

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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