

JOB DESCRIPTION						
DIRECTORATE: Learning, Culture & Children's Services			DEPARTMENT: Schools			
JOB TITLE: School Cleaner				UMBER: /E****619/E2007650/E2007660		
REPORTS TO (Job Title): Cleaning Supervisor				Current Grade		
1.	To p need pupi	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.	CORE RESPONSIBILITIES, TASKS & DUTIES:					
	i.	To work as part of the sch assisting colleagues when				
	ii.			ed areas and fit replacement bin ecycling policies wherever		
	iii.	•		es, sweep and mop vinyl floor ned wooden floor surfaces in		
	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 in the designated area.				
	V.			ssroom furniture (desks, tables, ated in the designated area.		
	vi.	which includes high level gum from under desks an all windows, cleaning beh	dusting, wat tables, on the contraction of the cont	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

CREATIVITY & INNOVATION 4.

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

CONTACTS & RELATIONSHIPS 5.

Internal

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

External

None identified

DECISIONS 6.

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.

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.

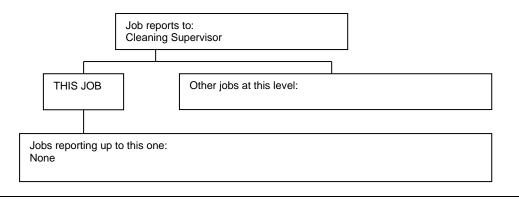
Work context

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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