



Edinburgh Primary School

JOB DESCRIPTION

Post: Cleaner

Scale: 1 (Point 2)

Contract: Permanent, 5 days per week
(3.30pm – 5.30pm)

Responsible To: The Site Services Manager

Note: the council expects all its employees to have a full commitment to the council's equal opportunities policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the authority.

JOB PURPOSE

1. To clean the interior of designated buildings within the Authority to the required standards.

MAJOR TASKS

1. To understand and comply with the Council's Equal Opportunities Policy.
2. To uphold and comply within the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation or Council Policies and Procedures relating to Health & Safety at work.
3. To carry out cleaning duties as directed.
4. Occasional duties of a similar nature, up to and including those in the same grade. In the event of dispute about any such duty, the normal trade union/management negotiations will take place and status quo will apply until the matter is resolved.

CLEANING DUTIES

You will be required to carry out all or some of these tasks for the area(s) in which you have been directed to work.

1. To sweep/dust control sweep/spot mop/thorough mop all hard floor surfaces as directed.
2. To spot vacuum/thorough vacuum all carpeted floors, upholstered furniture and other areas as designated.
3. To dust/dust control dust/damp dust/wash all furniture, fixtures, fittings, surfaces pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required using high dust control extending frame.
4. To polish furniture as required.
5. To clean telephones, including the mouthpiece as directed.
6. To empty, replace and clean wastepaper bins as required.
7. To remove rubbish to designated collection points, to include all paper, recycling matter and craft waste to be removed to relevant recycling area.
8. To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths and associated fixtures and fittings.
9. Replace hand towels, toilet rolls and hand soap as required.
10. Empty and remove ashes from sanitary towel disposal units where required.
11. To carry out all floor maintenance duties as directed, using the procedure as laid down, machinery equipment and materials provided for this purpose. These duties will include the following:

spray cleaning, machine buffing, stripping floors of water-based polishes, repolishing floor using water-based polishes, machine scrubbing, hand stripping/scrubbing, maintaining unsealed wooden floors with wax polishes where required, the application of oleo resinous seals to wood floors as required, and carpet cleaning.
12. To regularly remove all fingers and scuff marks, splashes etc., from internal glass doors, kickplates, walls and paintwork, and to thoroughly clean these items as required.
13. To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level.
14. To remove graffiti, chewing gum etc., using laid down procedures.

15. To thoroughly clean venetian blinds and vertical blinds as required using methods and equipment as directed. This work to; be done by operative from floor level.
16. To understand and comply with the Council's Health & Safety Policy.
17. To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the Caretaker.
18. To be aware of fire prevention and drill procedures.
19. To lock doors and return keys to designated place as required.
20. To maintain client confidentiality and security of buildings, closing and locking windows as required.
21. **RESPONSIBLE TO:** Site Services Manager / Head of Business.

Confidentiality, Health and Safety & Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Be aware of all documents produced during the time at the school remaining the commercial documents of the school.
- To uphold and comply with the provision of the Health and Safety at Work Act 1974 and any other relevant Council Policies relating to Health and Safety at work.
- Ensure identification and familiarisation with all policies that cover procedures and processes for data protection;
- To understand data breaches, the reporting procedures and timescales for reporting;
- Ensure that data protection and risk management is an important and regular part of behaviour in school.

Equality of Opportunity

- As a member of school staff to take individual and collective professional responsibility for enforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors.
- To understand and comply with the Local Authority's Equal Opportunities Policy.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION CLEANER

REQUIREMENTS - ESSENTIAL / DESIRABLE

1. EXPERIENCE

Desirable

- 1.1 Knowledge of cleaning machines and materials.

2. SPECIAL ABILITIES/APTITUDES

Essential

- 2.1 Capable of lifting/ carrying goods and furniture with assistance where necessary.
- 2.2 Physically fit and required to complete an online health questionnaire.
- 2.3 An ability to relate to, appreciate and communicate with, people of all ages and temperaments.

Desirable

- 2.4 A desire to be involved with the School and its ethos.
- 2.5 An understanding and appreciation of children.

3. OTHER JOB SPECIFIC REQUIREMENTS

Essential

- 3.1 Commitment to the Council's Equal Opportunities Policy and acceptance of responsibility for its practical application.

4. EDUCATION & TRAINING

Essential

- 4.1 Literate - Able to read and understand instructions
- 4.2 Numerate - Able to deal with simple calculations and timesheets

Desirable

- 4.3 Training or willingness to undertake training - In cleaning procedures/ machines.

5. DISQUALIFYING FACTORS

Essential

- 5.1 Indications of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy.