

## WALTHAM FOREST COUNCIL

### JOB DESCRIPTION

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| Job Title: Cleaner                         | Section/Location: Church Hill Nursery School                |
| School: Forest Alliance of Nursery Schools | Grade/Salary Range: Scale 1 : SCP 2-3                       |
| Responsible to: School Business Manager    | Working Pattern: 3.5 hours AM/PM daily Except Fri 3.0 hours |

#### JOB PURPOSE

To support the day to day running of the school by carrying out cleaning duties within the school to the required standards.

#### DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Works under the direction of the Site Officer / School Business Manager

#### MAIN DUTIES AND RESPONSIBILITIES

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 finger 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 open/lock the school, setting and deactivating security alarm as per protocol
20. To maintain client confidentiality and security of buildings, closing and locking windows as required.
21. **RESPONSIBLE TO:** Site Services Officer/Caretaker, or Assistant as appropriate and Business Manager

#### **SCOPE OF JOB (Budgetary/Resource Control, Impact)**

No supervisory responsibility.

- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff observe school policies and procedures to keep children safe from harm
- To ensure that good hygiene levels are adhered to at all times
- Ensuring that Health and Safety policies are implemented and to follow Health and Safety regulations.
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
- To be familiar with Equal Opportunities good practice and the school's requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace
- Working Term Time and School Holidays

**WALTHAM FOREST COUNCIL  
PERSON SPECIFICATION**

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|--|-------------------------------------|
| Job Title: Relief Cleaner                  | Section: Church Hill Nursery School |
| School: Forest Alliance of Nursery Schools | Grade/Salary Range: Scale 1         |

| KEY CRITERIA  | ESSENTIAL   | DESIRABLE  |
|---|---|--|
| <b>Qualifications And Training</b>                                      | <p>Literate –<br/>Able to read and understand instructions</p> <p>Numerate –<br/>Able to deal with simple calculations and timesheets</p> <p>Commitment to Training</p>   | Current safeguarding training  |
| <b>Competence Summary</b><br>(Knowledge, abilities, skills, experience) | <p>Capable of lifting/ carrying goods and furniture with assistance where necessary.</p> <p>Ability to work efficiently and effectively and use initiative.</p> <p>Ability to work well in a team.</p> <p>Ability to follow instructions.</p> <p>Good communicator</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to potential competing demands.</p> | <p>Previous experience as a cleaner in an educational setting</p> <p>Knowledge of cleaning machines and materials.</p> |
| <b>Work-related Personal Requirements</b>                               | <p>Commitment to the Council's Equal Opportunities Policy and acceptance of responsibility for its practical application</p> <p>Friendly approach<br/>Good timekeeping<br/>Reliability.</p>   |  |
| <b>Other Work Requirements</b>  | Suitability to work in a school – a clear DBS check and two references will be required.  |  |