

CLEANER JOB DESCRIPTION



Job Title: Cleaner

School: Greenleaf Primary School

Grade: Scale 1, Point 2-3

Report to: Site Services Officer/Head teacher/Deputy Head Teacher/Office Manager

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 Trust'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.

JOB ACTIVITIES

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 and ashtrays as required.
7. To remove rubbish to designated collection points, to include all paper waste to be collected in rubbish bags and craft waste to be removed in receptacle provided.
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 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 Officer/Head teacher/Deputy Head Teacher/Office Manager as appropriate.

General Information	
Equality of Opportunity	<ul style="list-style-type: none"> • As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the business plans. • Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures relating to child protection.

CLEANER - PERSON SPECIFICATION

E = Essential requirements (*those without which a candidate would simply be unable to do the job*)

D = Desirable (*those which would be useful for the post-holder to possess*)

JOB REQUIREMENTS	Essential	Desirable
Qualifications and Experience		
Experience of working with children in a school environment	✓	
Experience of working as part of a team to achieve objectives		✓
Experience of working in a previous cleaning role		✓
Education and Training		
Ability to communicate effectively in English	✓	
Ability to speak a community language other than English		✓
Skills, knowledge and abilities		
Ability to have positive interactions with staff and children whilst undertaking cleaning duties	✓	
Ability to prioritise cleaning tasks and work well both individually and as a team	✓	
Able to understand how to store and use cleaning materials	✓	
Ability to keep designated cleaning areas, clean and tidy at all times to allow day to day operations to continue as normal	✓	
Ability to deal effectively with minor spillages and accidents that may require focus of cleaning duties	✓	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		✓
Other Job Specific Requirements		
A willingness to promote the ethos of the school	✓	
Commitment to the school's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓	
<u>Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.</u>	✓	