



## **JOB DESCRIPTION**

**Job Title:** Cleaner

**Grade:** GR1

### **1.0 JOB PURPOSE:**

- 1.1 To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it
- 1.2 To help maintain the fabric of school building
- 1.3 To maintain cleanliness in order to prevent any health risk from occurring in schools

### **2.0 DUTIES AND RESPONSIBILITIES:**

- 2.1 To clean a specified area of the school to the required standard as instructed by the Supervisor
- 2.2 Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- 2.3 Cleaning inside windows up to a specified height
- 2.4 Sweeping and vacuuming floors
- 2.5 Polishing and dusting surfaces and furniture
- 2.6 Cleaning toilets and shower areas
- 2.7 Use cleaning materials as appropriate, and according to their instructions for use
- 2.8 To empty bins and remove rubbish from the premises
- 2.9 To report any damages to school property or other relevant matters to the Supervisor
- 2.10 To use power cleaning equipment as directed
- 2.11 To undertake relevant Non Routine cleaning as instructed by the Building Site Manager
- 2.12 To undertake any relevant training as required
- 2.13 To comply with the requirements of the health and safety at work regulations
- 2.14 To take reasonable care for the Health and Safety of themselves and for others
- 2.15 To co-operate with the employer in ensuring that health and safety responsibilities are carried out
- 2.16 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

- 2.17 To ensure all tasks are carried out with due regard to Health and Safety
- 2.18 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.19 To adhere to the ethos of the school
  - 2.19.1 To promote the agreed vision and aims of the school
  - 2.19.2 To set an example of personal integrity and professionalism
  - 2.19.3 Attendance at appropriate staff meetings and parents evenings
- 2.20 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED:**

3.1 **Supervising Officer's Job Title:**  
Building site manager

3.2 LEVEL OF SUPERVISION

- 1. Left to work within established guidelines subject to scrutiny by Building Site Manager

## **PERSON SPECIFICATION**

**Job Title:** Cleaner

**Job No:**

**Grade:** GR1

**Division:**

**No of Post:**

**Section:**

### **Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Relevant experience of cleaning	Experience with cleaning materials	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)		Skills at operating vacuums/buffer	AF/I
<b>TRAINING</b>	Willing to undertake appropriate training.		
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications			
<b>OTHER</b>	Enthusiastic, resourceful, team player, efficient		
<b>CONTRA INDICATION</b>	Unsatisfactory completion of a DBS check		AF/I

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY**