

JOB DESCRIPTION

Form JD1

JOB TITLE: School Cleaner				POST NUMBER:	E****615
				E****619	E2007650
				E2007660	
REPORTS TO (Job Title):				Cleaning Supervisor	
DEPARTMENT: Schools				GRADE: 1	
JE REF:				PANEL DATE:	
			0120		050607
1.	MAI	N PURPO	SE OF JOB		
	To provide a good quality cleaning service that is responsive to				
	needs of the school, resulting in a clean and healthy environmen				environment for
pupils and staff.					
	005	DE DECD	ONCIDILITIES TA	CI/C 9 DUTIEC.	
2.	COR	KE KESP	ONSIBILITIES, TA	SKS & DUTIES.	
	i.	To work	as part of the scho	ol cleaning team, sur	onorting and
	· ·		colleagues where	•	pporting and
	ii.			designated areas and	I fit replacement bin
				follows recycling police	
		possible		, 51	
	iii.	To vacui	um all carpeted floo	or surfaces, sweep ar	nd mop vinyl floor
		surfaces	and sweep and bu	ıff polished wooden f	loor surfaces in
			ed areas.		
	iv.			ilets and wash hand	
			-	I hand towels and cle	
				the designated area	
	V.		-	sh all classroom furnit	•
				ers) located in the de	<u>_</u>
	vi.			ng tasks (usually dur	
				usting, wall washing, tables, cleaning the i	
		_		id radiators, removing	
				picture frames and o	=
	vii.			polish vinyl and wood	
		•		s removing existing p	
				oplying a new layer of	
			ve a shiny surface)		. 5
	viii.			ecial cleaning routine	s following major
			on or building work		.

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

4. CREATIVITY & INNOVATION

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

5. CONTACTS & RELATIONSHIPS

Internal

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

External

None identified

6. DECISIONS

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.

8. WORK ENVIRONMENT

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.

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

