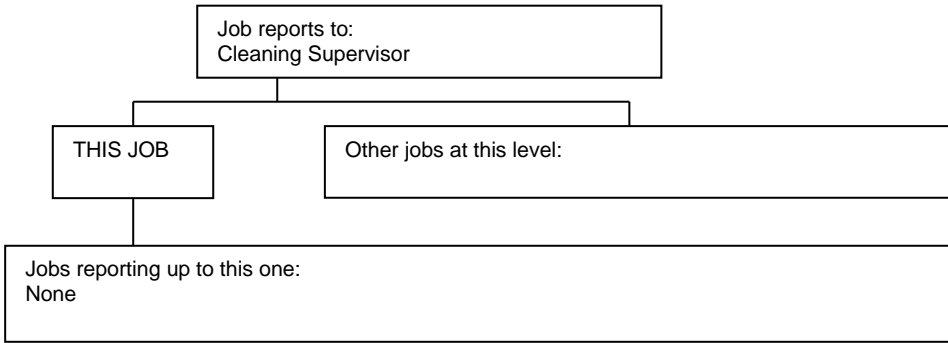




JOB DESCRIPTION

**Form
JD1**

	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	
	<ul style="list-style-type: none"> • Internal <p>The post holder will have frequent routine contact with their Supervisor and co-workers relating to the allocation of tasks.</p> <ul style="list-style-type: none"> • External <p>None identified</p>	
6.	DECISIONS	
	<p>Discretion</p> <p>The work is routine and covered by policies and procedures and advice is readily available from the Supervisor.</p> <p>Consequences</p> <p>If work is not carried out to the required standard the Supervisor may instruct the post holder to repeat the tasks.</p>	
7.	RESOURCES – financial & equipment	
	<p><u>Description</u></p> <p>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.</p>	
8.	WORK ENVIRONMENT	
	<p>Work demands</p> <p>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.</p> <p>Physical demands</p> <p>Work requires moderate physical effort which will involve walking, standing, bending, some lifting and operation of the cleaning machines.</p>	

	<p>Working conditions The work is carried out indoors. There will be some exposure to chemicals and unpleasant conditions.</p> <p>Work context Work involves minimal risk to personal safety.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>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.</p>
10.	<p>Position of Job in Organisation Structure</p>  <pre> graph TD A["Job reports to: Cleaning Supervisor"] --- B["THIS JOB"] A --- C["Other jobs at this level:"] B --- D["Jobs reporting up to this one: None"] </pre> <p>The diagram illustrates the job's position in the organization structure. At the top level, a box indicates that the job reports to a 'Cleaning Supervisor'. Below this, 'THIS JOB' is shown as one of several positions at the same level, with a box labeled 'Other jobs at this level:'. A box below 'THIS JOB' states that no other jobs report up to it.</p>