

WIGAN COUNCIL

SCHOOL: WESTFIELD COMMUNITY SCHOOL & STARTWELL CENTRE

Job Title:	Cleaner
Grade:	Grade 2
Responsible to:	Site Managers and School Business Director
Responsible for:	Early evening cleaning duties
Hours of duty:	12 hours per week, term-time plus 3 weeks – Monday to Thursday 4.00 pm to 6.30 pm, Friday 4.00 pm to 6.00 pm
Any Special Conditions of Service	<ul style="list-style-type: none">• The school operates a smoke free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• Annual leave – term-time, plus 3 weeks (15 days) during holiday periods as required, to provide Nursery cover and deep cleans. Therefore staff are required to be in school during term-time. There is no further annual leave.
Values and Behaviours:	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none">• Valuing other people• Focusing on customers• Acting with integrity• Using time and money wisely• Working together• Always learning and improving <p>Be aware and apply these behaviours at all times</p>
DBS Disclosure Level:	Enhanced

PURPOSE AND OBJECTIVES OF THE JOB

1. To undertake, individually or as part of a team, the cleaning of designation premises and associated accommodation to ensure that they are kept in a clean and hygienic condition.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the school.

Equipment/Materials

Cleaning materials, electrical and non-electrical equipment and reporting faults and defects to you immediate supervisor.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with School's Health & Safety Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's arrangements.

RESPONSIBILITIES

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customer is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. Cleaning
2. Washing
3. Sweeping
4. Vacuum Cleaning
5. Emptying of litter bins
6. Polishing and dusting of designated areas (which will include toilet areas) and fixtures and fittings using, where appropriate, powered equipment

SECONDARY DUTIES

1. To participate in Council programmes of in-service training as a trainee and, when required, as a trainer facilitator
2. To undertake such other duties and responsibilities, of an equivalent nature, as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative

Job Description prepared by: Business Director Date: July 2019

Agreed by Postholder: _____ Date: _____