



JOB DESCRIPTION

JOB TITLE: Cleaner

DEPARTMENT: Operational Services for Education

GRADE: Band 1 (points 6 – 10)

DIRECTLY RESPONSIBLE TO: Support Services Manager

Main Purpose of the Job:

To undertake, normally as part of a team, the cleaning of designated areas within school or other educational premises to ensure that they are kept in a clean condition.

Main Duties:

The duties will include:

- (i) The cleaning, washing, sweeping, vacuum cleaning, polishing and dusting of designated areas, (which may include toilets and shower areas) and fixtures and fittings.
- (ii) The emptying of litter bins.
- (iii) The use of necessary powered equipment where appropriate.
- (iv) Participation in all relevant training as required.

All duties must be carried out to comply with:

- (i) The Health and Safety at Work Policy at all times.
- (ii) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
- (iii) Nationally agreed Codes of Practice which are relevant.

All duties will be carried out in the working conditions normally inherent in the job.

All necessary paperwork must be completed.

Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Confidentiality

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

Safeguarding Children

Environment Transport and Operations is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring service form will be required and processed.



PERSON SPECIFICATION

JOB TITLE : Cleaner

SECTION : Cleaning & Caretaking Support Services

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		
Vocational Training		Trained in use of cleaning equipment/products COSHH regulations
Work related experience		Experience in similar work Experience of cleaning equipment/products
Specialist knowledge		Knowledge of health and safety issues re cleaning equipment/products.
Job related skills	Methodical Able to follow instructions Able to provide a quality service	

Personal skills	Self motivated Able to work with minimal supervision Flexible Committed to high standards of work	
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