



JOB DESCRIPTION

JOB TITLE:	School Cleaner
DEPARTMENT:	Cleaning & Caretaking Support Services
GRADE:	Band 1 (points 6 -10)
DIRECTLY RESPONSIBLE TO:	Cleaning Services Manager

Main Purpose of the Job:

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

Main Duties:

1. To undertake the cleaning, washing, sweeping, vacuum cleaning, polishing and dusting of designated areas, (which may include toilets and shower areas) and fixtures and fittings
2. To empty litter bins
3. To use necessary powered equipment where appropriate
4. To carry out duties 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.

Date prepared/revised: Nov 2010

Prepared/revised by: Margaret Greenwood/TC



PERSON SPECIFICATION

JOB TITLE: Cleaner

DEPARTMENT: Cleaning & Caretaking Support Services

GRADE: Band 1

STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

<i>MINIMUM ESSENTIAL REQUIREMENTS</i>	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Literacy & numeracy skills	A/I
2. Experience	
Experience of similar work	A/I
3. Knowledge	
Awareness of health and safety issues relating to cleaning equipment / products	A/I
4. Skills & Abilities	
Committed to high standards of work	A/I
Ability to follow instructions and work with minimal supervision	A/I
Ability to work as part of a team	A/I
Flexible approach to work	A/I

STAGE TWO: Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT *
1. Qualifications/Training etc.		
NVQ Level 1 in Building Cleaning		A/C
Trained in use of cleaning equipment/products		A/I
2. Experience		
3. Knowledge		
COSHH regulations		A/I
4. Skills & Abilities		

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre

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