BURY COUNCIL

**JOB DESCRIPTION**

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| **Post Title:** HEAD CLEANER | | |
| **Department:** CHILDREN, YOUNG PEOPLE & CULTURE | **Establishment/Post No:** | |
| **Division/Section:** CLEANING | **Post Grade:** Grade 3 | |
| **Location:** SCHOOLS  ADMIN BUILDINGS  DEPOTS | **Post Hours:** 25 | |
| **Special Conditions of Service:**  Key holding duties may apply  School cleaners must take holidays in periods of school closure.  Where a uniform and identification is provided this must be worn.  Protective clothing including rubber gloves must be worn at all times to comply with Health and Safety Regulations.  The Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment | | |
| **Purpose and Objectives of Post:**  To support with the management of the cleaning team through providing day to day support, advice & guidance to cleaning staff.  To quality assure cleaning across the school, ensuring excellent standards of cleanliness are maintained.  To undertake cleaning duties under the supervision of Caretaker within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation. | | |
| **Accountable to:** Head Teacher &  School Governors | | |
| **Immediately Responsible to:** School Business Manager / Duty Officer | | |
| **Immediately Responsible for:** Day to day quality assurance and direction of cleaners | | |
| **Relationships:**  ***Internal:***  Headteachers  Governors  Teachers | ***External:***  Members of the public  Pupils  Parents | |
| **Control of Resources:**  Financial None  Equipment/Materials: Safe use and stock control of equipment and cleaning materials  Health & Safety: Duty of care to self and others | | |
| Duties/Responsibilities Head Cleaner Duties  1. Undertake quality assurance of cleaning across the school site, ensuring high standards are maintained.  2. Provide support, direction and advice to cleaners to ensure work is carried out in a safe, efficient and effective manner.  3. Support with the induction of new cleaners, and in the training in the use of all equipment and cleaning materials.  4. Liaise between the cleaning team and the Head Teacher / Business Manager, passing on instructions and information as required.  5. To monitor stocks of cleaning materials and bring shortages to the attention of the Business Manager.  6. To support with any review of cleaning schedules, zones and work allocation.  7. To act as keyholder as required.  Cleaner Duties  7. Clean, wash, sweep, polish, dust, empty litter bins in designated areas including toilet and associated facilities, and fixtures and fittings using, where appropriate, powered equipment.  8. To operate and undertake basic maintenance of cleaning equipment.  9. Liaise politely and effectively between customers and management.  10. Understand and follow cleaning schedules and instructions.  11. Operate to formal work practices and procedures at all times.  12. Operate to formal Health and Safety Procedures at all times.  13. Participate and contribute to ongoing personal and service development.  14. Fulfil personal requirements where appropriate with regard to Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service). | | |
| Job Description prepared by Sign: | | Date: |
| Agreed by Postholder Sign: | | Date: |
| Agreed correct by Supervisor/Manager Sign | | Date |

To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.