



## Job Description

**Vacancy Reference No:****Job Title:** Cleaner**Job Number:****Directorate:** Children, Learning and Young People**Post Number:****Service:** Services for Schools**Grade:** Grade 1**Location:** Stoke Heath Primary School**Job Purpose:**

To undertake as part of a team, the cleaning of designated areas within school, to ensure that they are kept in a clean and hygienic condition.

**Main Duties and Responsibilities:**

1. Cleaning, washing, mopping, sweeping, vacuum cleaning of all designated areas in the allocated zone.
2. Emptying rubbish bins as required.
3. Polishing and dusting of the designated areas, to include toilets in allocated zone.
4. Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
5. Moving furniture and equipment to assist cleaning.
6. Open and lock doors as required, collecting and returning keys to SSO or other supervisor.
7. Makes sure that work is carried out to the standard required by the Cleaner Supervisor/Business Manager.
8. Act in accordance with school policies and practice that clients are treated courteously
9. This role may be required to clean during the holidays as agreed with the individual
9. Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Tasks listed above within the allocated zone and if necessary within other zones as directed by the SSO

**Responsible to:** Cleaner Supervisor/SBM

**Date Reviewed:** January 2025



## Person Specification

<b>Job Title:</b>	Cleaner	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 1
<b>Location:</b>	Stoke Heath Primary School		

Area	Description	Criteria will be measured by:
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>Basic Health &amp; Safety in a Building Cleaning environment.</li></ul>	

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>Able to clean to a required standard.</li></ul>	
	<ul style="list-style-type: none"><li>Able to understand and respond to verbal instructions.</li></ul>	
	<ul style="list-style-type: none"><li>Able to work to varying deadlines.</li></ul>	
	<ul style="list-style-type: none"><li>Able to lift and move heavy cleaning equipment.</li></ul>	
	<ul style="list-style-type: none"><li>Able to bend and stretch on a regular basis.</li></ul>	
	<ul style="list-style-type: none"><li>Able to work without constant supervision.</li></ul>	
	<ul style="list-style-type: none"><li>Able to work as part of a team.</li></ul>	
	<ul style="list-style-type: none"><li>Able to adhere to the Council's Equal Opportunities Policy.</li></ul>	

<b>Experience:</b>		

<b>Educational:</b>		

<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li></ul>	
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**Date Reviewed:** January 2025

**Updated:** January 2025

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