

# Job Description

<b>Job Title:</b>	Cleaner
<b>Grade:</b>	Grade 1 – Living Wage
<b>Location:</b>	Courthouse Green Primary School

## Job Purpose:

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

## Main Duties and Responsibilities:

1. Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
2. Emptying rubbish bins.
3. Polishing and dusting of the designated areas, (may include toilets and shower areas).
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 Cleaner in Charge or SSO.
7. Makes sure that work is carried out to the standard required by the Cleaner in Charge.
8. Act in accordance with school practice that clients are treated courteously.
9. Any other duties and responsibilities within the range of the salary grade.
10. Undertake any training as required.

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

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

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

**Responsible for:**

**Responsible to:** Cleaner in Charge

**Date Reviewed:** 25/06/2020

**Updated:** 25/06/2020

# Person Specification

<b>Job Title:</b>	Cleaner	<b>Job Number:</b>	
<b>Directorate:</b>		<b>Post Number:</b>	
<b>Service:</b>	Primary Schools	<b>Grade:</b>	Grade 1 Living Wage
<b>Location:</b>	Courthouse Green 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> <li>• Able to understand and respond to verbal instructions.</li> <li>• Able to work to varying deadlines.</li> <li>• Able to lift and move cleaning equipment in line with moving and handling procedures</li> <li>• Able to bend and stretch on a regular basis.</li> <li>• Able to work without constant supervision.</li> <li>• Able to work as part of a team.</li> <li>• Able to adhere to the Council's Equal Opportunities Policy.</li> </ul>	

<b>Experience:</b>	Some experience of cleaning is preferred.	

<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. An enhanced clearance from the Disclosure and Barring Service will be required prior to appointment.</li> </ul>	

**Date Reviewed:** 19/8/16  
**Updated:** 19/8/16