

# 1234567

## Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	Cleaner	<b>Job Number:</b>	X9005L
<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>	Manor Park Primary School		

**Job Purpose:**

Undertake, normally 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, buffing, vacuum cleaning of all designated areas.
2. Cleaning of toilets and emptying rubbish bins.
3. Polishing and dusting of the designated areas, (may include toilets and shower areas).
4. Internal glass panels, 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 Site Services Officer or another supervisor.
7. Make sure that work is carried out to the standard required.
8. Act in accordance with City Councils practice that clients are treated courteously.
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:**

**Responsible to:** Facility Manager

**Date Reviewed:** October 2001

**Updated:** 26 June 2006

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<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>	Manor Park Primary School		

	<b>Job Requirements</b>
<b>Knowledge:</b>	Basic Health & Safety principles

<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>• Ability to read and write for purposes of understanding warning notices etc. on cleaning chemicals and general information and completing basic forms such as timesheets etc.</li> <li>• Able to lift and move heavy cleaning equipment and furniture etc. Floor polishers, vacuum cleaners etc.</li> <li>• Able to stand, bend and stretch to undertake cleaning duties such as cleaning, sweeping and vacuuming for the duration of the shift</li> <li>• Able to work unsupervised</li> <li>• Able to work as a team</li> <li>• Ability and willing to undertake training on basic health &amp; safety in the cleaning environment</li> <li>• Able to adhere to the City Council's Equal Opportunities Policy</li> </ul>
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<b>Experience:</b>	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments to this post will be conditional upon receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
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<b>Educational:</b>	
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<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:** October 2001  
**Updated:** 26 June 2006