

WARWICKSHIRE COUNTY COUNCIL

PAY AND CONDITIONS REVIEW PROJECT 2006/07

ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: SCHOOL CLEANER **JEID REF: A0006**
(was S7)

POST LEVEL : Band B

BROAD DESCRIPTION

To clean specified areas within the school in accordance with the school's/authority's standards. Work is undertaken under the guidance of the caretaker / cleaning supervisor
Contribute to the school's statutory duty to safeguard and promote the welfare of children.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has no (or limited) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE : The post has no (or limited) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving cleaning of buildings

TYPICAL TASKS

- Clean toilets, bowls, sinks and basins
- Wipe down desks and chairs
- Vacuum and tidy classrooms
- Wash worktops/tables
- Wash/mop/sweep floors and wash wet areas
- Clean inside glazing
- Dust and polish
- Use buffer
- Strip and reseal floors (occasionally)
- Undertake routine maintenance of equipment (eg vacuum bags)
- Empty bins and dispose of rubbish
- Ensure safe and effective use and storage of all equipment
- Be aware of Health and Safety at Work regulations and COSHH guidelines