

## **JOB DESCRIPTION**

**Job Title:** Cleaner

**Job No:**

**Grade:** GR1

**Division:**

**No of Posts:**

**Section:**

### **1.0 JOB PURPOSE:**

- 1.1 To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it
- 1.2 To help maintain the fabric of school building
- 1.3 To maintain cleanliness in order to prevent any health risk from occurring in schools

### **2.0 DUTIES AND RESPONSIBILITIES:**

- 2.1 To clean a specified area of the school to the required standard as instructed by the Supervisor
- 2.2 Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- 2.3 Cleaning inside windows up to a specified height
- 2.4 Sweeping and vacuuming floors
- 2.5 Polishing and dusting surfaces and furniture
- 2.6 Cleaning toilets and shower areas
- 2.7 Use cleaning materials as appropriate, and according to their instructions for use
- 2.8 To empty bins and remove rubbish from the premises
- 2.9 To report any damages to school property or other relevant matters to the Supervisor
- 2.10 To use power cleaning equipment as directed
- 2.11 To undertake relevant Non Routine cleaning as instructed by the Supervisor
- 2.12 To undertake any relevant training as required
- 2.13 To comply with the requirements of the health and safety at work regulations
- 2.14 To take reasonable care for the Health and Safety of themselves and for others
- 2.15 To co-operate with the employer in ensuring that health and safety responsibilities are carried out
- 2.16 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.17 To ensure all tasks are carried out with due regard to Health and Safety
- 2.18 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.19 To adhere to the ethos of the school
  - 2.19.1 To promote the agreed vision and aims of the school
  - 2.19.2 To set an example of personal integrity and professionalism
  - 2.19.3 Attendance at appropriate staff meetings and parents evenings
- 2.20 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED:**

**4.1 Supervising Officer's Job Title:** [TO BE INSERTED]

**4.2 LEVEL OF SUPERVISION**

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within established guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

**4.0 SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised ie through others)

<b>Post Title</b>	<b>Grade</b>	<b>No of Posts</b>	<b>Level of Supervision (as in 3.2 above)</b>

- Use 1, 2 or 3 as in 3.2

**5.0 SPECIAL CONDITIONS:**

**5.1**