



Job Description - Cleaner

Post Cleaner

Description of Post

To undertake cleaning duties at the school

Main Duties and responsibilities

Organisation

Undertake prescribed methods and frequencies in line with the requirements of the cleaning specification and safe working procedures to:

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Using electronically powered scrubbing / polishing / vacuuming machines to scrub, polish, spray and clean floors (after receiving proper instruction and training)
- Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fitments
- Replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, urinals, hand basins and sinks
- Using chemical agents as directed by the Site Manager in the discharge of cleaning operation or maintenance procedures (after receiving proper instruction and training)
- Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes

Administration

- Keep a check on cleaning stock levels and inform the Site Manager of low stock levels (eg. cleaning products)
- Carry out routine administrative tasks required from time to time eg. checking off cleaning tasks on daily cleaning specification sheets

Resources

- Operate relevant equipment safely
- Maintain tidy and organised work spaces and storage areas
- Check equipment / machinery used and ensure health and safety guidelines are adhered to
- Provide support to staff as requested and in accordance with own training / skill parameters

Conditions

All duties must be carried out to comply with:

- a) The Health and Safety at work (NI) 1978
- b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- c) Codes of Practice

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

The post holder must at all times take a pride in the school, site and their own general appearance. To perform tasks requested by the Head Teacher, Site Manager or Caretaker within the expertise of the post holder. The post holder must comply with the Governors Equal Opportunities Policy and Health and Safety Policy. The School has a No Smoking Policy, which means that smoking is not allowed in the workplace.

Person Specification: Cleaner

	Essential
Knowledge & Experience	<ul style="list-style-type: none">• Knowledge of relevant policies/codes of practice e.g. Health & Safety• Ability to follow basic written instructions• Experience as Cleaner
Skills / Abilities	<ul style="list-style-type: none">• High personal standards of cleanliness• Ability to use basic powered equipment including competent in its use and capable of making a limited number of adjustments to set up and use
Personal Qualities	<ul style="list-style-type: none">• The ability and willingness to work in partnership with other members of the School team• A high level of personal integrity and flexible approach to responsibilities.• An approachable professional who responds well to and offers constructive advice• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these