

## JOB DESCRIPTION

<b>Post Title:</b>	CLEANER	
<b>Department:</b>	Children, Young People & Culture	<b>Start Date:</b> As soon as possible
<b>Division/Section:</b>	Premises Team	<b>Post Grade:</b> Grade 3
<b>Location:</b>	The Elton High School	<b>Post Hours:</b> 20 hours per week (Monday to Friday). All year round 4 hours before school opens/4 hours after school closes
<b>Special Conditions of Service:</b> Key-holding duties may apply. School cleaners must take holidays in periods of school closure. Where a uniform and identification are provided this must be worn. Protective clothing including rubber gloves must be worn at all times to comply with Health and Safety Regulations.		
<b>Purpose and Objectives of Post:</b>  To undertake cleaning duties under the supervision of Caretaker/Cleaner in Charge within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.		
<b>Accountable to:</b>	Headteacher School Governors or School Business Manager or Site Manager / Caretaker / Cleaning Supervisor	
<b>Immediately Responsible to:</b>	Cleaning Supervisor	
<b>Immediately Responsible for:</b>	None	
<b>Relationships:</b>		
<i><b>Internal:</b></i> Headteachers Governors All Staff	<i><b>External:</b></i> Members of the public Pupils Parents	
<b>Control of Resources:</b>		
Personnel:	None	
Financial	None	
Equipment/Materials:	Safe use of equipment and cleaning materials	

Health & Safety:

Duty of care to self and others

### **Duties/Responsibilities**

1. To clean, wash, sweep, polish, dust, empty litter bins in designated areas including toilet and associated facilities and fixtures and fittings using, where appropriate, powered equipment.
2. To become conversant with the operation and maintenance of cleaning and maintenance equipment.
3. Liaise politely and effectively between customers and management.
4. Understand and follow cleaning schedules and instructions.
5. Operate to formal work practices and procedures at all times.
6. Operate to formal Health and Safety Procedures at all times.
7. Participate and contribute to ongoing personal and service development.
8. Fulfil personal requirements where appropriate with regard to Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service).

To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.