

## Job Description

**School/College:** Greenfield Primary School

**Job Title:** Cleaner

**Grade:** 2

**Post Number:**

**Responsible To:** Site Manager

**Key Relationships/  
Liaison with:** Head teacher, teaching and support staff

**Job Purpose:** To ensure that a high level of cleanliness is maintained throughout the school on a daily basis and to undertake cleaning duties in accordance with an agreed schedule and to a required standard.

To ensure that staff and pupils have a comfortable, clean, safe and well maintained environment in which to work or otherwise, use the school facilities.

### MAIN DUTIES AND RESPONSIBILITIES:

1. To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2. Use electrical and mechanical equipment, floor polishers, etc. when necessary and after appropriate training.
3. Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
4. Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
5. To be responsible for the care of all cleaning equipment and materials assigned to them and to request orders as needed via the Premises officer.
6. To ensure that cleaning equipment and materials are safely maintained and stored.

7. Where practicable ensure windows and doors are closed and locked when leaving rooms.
8. Report to the Site Manager any defects seen, likely to affect security i.e. broken windows, window catches.
9. To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.
10. To comply with Health & Safety legislation, school policies and good health and safety working practices in relation to the use of school premises and grounds and own duties and responsibilities.
11. Report and breaches of safety regulations/policies or other safety concerns noticed to the Site Manager.
12. Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (formerly Criminal Records Bureau) regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

### Person Specification

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	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>	N/A		App/Doc
<b><u>Experience</u></b> Experience of cleaning activities and schedules in large establishments.	✓		App/Ref
<b><u>Knowledge</u></b> Good knowledge of cleaning techniques, materials and chemicals.  Awareness of Health and Safety legislation, policy and good working practices relating to the role of the cleaner.	✓  ✓		
<b><u>Skills/Attributes</u></b> Able to work well within a team.  Flexible, able to meet deadlines and prioritise situations as they arise.  Ability to undertake general cleaning duties.	✓  ✓  ✓		
<b><u>General Circumstances</u></b> Attendance - evidence of regular attendance at work  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓  ✓		App/Ref/ Med  App/Int

	Essential	Desirable	How assessed
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)