GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title:	**Post No**:	**Grade:**
Cleaner	GEN01	HC2

Organisational information:

Responsible to:

Caretaker/Cleaner-in-Charge/other supervisor

Responsible for:

No staff responsibility

Key relationships/Functional links with:
(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)

Internal:

External:

Main Purpose of Job:

- To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it.
- To maintain cleanliness in order to prevent any health risks from occurring.

Main Responsibilities / Accountabilities
The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

- To comply with the requirements of the Health and Safety at Work regulations. To take reasonable care for the Health and Safety of him/herself and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
- To undertake any relevant training as required.
- To clean specified areas of the school to the required standard, as instructed:
  - Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
  - Cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
  - Sweeping and vacuuming floors;
  - Polishing and dusting surfaces and furniture;
  - Cleaning toilets and shower areas;

- Using and storing safely cleaning materials as appropriate, in accordance with their instructions.
- To launder dusters, tea towels etc., if required.

- To empty bins and remove rubbish from the premises.
- To report any damage to school property or other relevant matters to the Caretaker/Cleaner-in-Charge.
- To use powered cleaning equipment as directed and in accordance with training.
- To undertake relevant seasonal work as instructed by the Caretaker/Cleaner-in-Charge.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder

DATA QUALITY
Council staff
To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

Other information:

- Disclosure type: enhanced

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature: Date:

Date Job Description last reviewed: October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Cleaner	**Post No:** GEN01	**Grade:** HC2
All candidates will be considered on their ability to meet the requirements of the person specification	**Essential criteria**	**Method of Assessment***
Experience		
Skills and Abilities *Including personal attributes*	An understanding and perception of the need for a high standard of cleanliness in schools. Possess a thorough approach to cleaning and the storage of cleaning materials. The ability to work effectively with other cleaning staff and school managers. A good timekeeper. An awareness of health and safety issues, particularly regarding hazardous materials (COSHH – Control of hazardous substances).	AF, I
Qualifications and Training *including professional qualifications*	Willingness to undertake appropriate training, as required.	AF, I
Other Factors *e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.*	A commitment to providing a clean and pleasant environment for pupils and staff. To work in support of the ethos of the school. Healthy, in order to carry out the active duties that this post demands. Police clearance	I DBS Check
Line Manager Signature: Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed: October 2013