

CORNWALL COUNCIL

JOB DESCRIPTION

DEPARTMENT:	School name
JOB TITLE:	Cleaner
GRADE:	A
RESPONSIBLE TO:	Assistant Site Supervisor/Caretaker/ Cleaner in Charge
SUPERVISORY RESPONSIBILITY:	None
IMPORTANT FUNCTIONAL RELATIONSHIPS:	<u>Internal:</u> Headteacher, School Senior Management Team, Staff, Pupils, Governors. <u>External:</u> Parents, Cornwall Council Departments, Maintenance contractors, suppliers of goods and services, visitors to the school.

MAIN PURPOSE OF JOB:

As a member of a team of cleaners or as a lone worker, to undertake cleaning of the school building and facilities in order to maintain a high standard of cleanliness, hygiene and security of the School buildings and grounds at all times.

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure site security at all times including the operation of alarms.
2. To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school.
3. To operate cleaning machinery and other equipment appropriately and in a safe manner.
4. To undertake major periodic cleaning activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning carpets, light fittings, walls, Venetian blinds, upholstery etc
5. To prepare and clean rooms for meetings.
6. To report to the Site Supervisor/Caretaker any major defects in building, equipment and security systems observed in the course of duties.
7. To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.

JOB EVALUATION CODE: CYSH031

9. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
10. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
8. To be responsible for your own continuing self-development, undertaking training as appropriate.
9. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: April 2003

Prepared by: Cornwall Council

JOB EVALUATION CODE: CYSH031**CORNWALL COUNCIL****PERSON SPECIFICATION****Job Title:** Cleaner**Department:** School-based**Person Specification prepared by:** Cornwall Council**Date prepared:** April 2003

Attributes	Essential	Desirable	How Identified
Relevant Experience		Previous experience of cleaning duties in a school environment.	Interview Application form
Education and Training		Good standard of literacy & numeracy.	Interview Application form
Special Knowledge and Skills	Good interpersonal skills.	Working knowledge of Health & Safety at Work Act and COSHH regulations	Interview Application form
Any additional factors	Physical fitness for undertaking cleaning tasks. Able to work unsocial hours. Ability to work on own initiative. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview Application form