

Dean Field Community Primary School



Job Description

Post Title Cleaner

Grade Scale 1c, point 2

Hours 13 hours 45 minutes per week

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the school.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Core values and behaviours are included in your Key Work Objectives which are detailed and measured as part of the PM process.

Prime Objectives of the Post

The post holder will be required to achieve a quality cleaning service by using established standards, procedures, safe working methods that achieve a clean, hygienic, safe and pleasant school.

Responsible to: Business Manager/Site Manager

Main Duties and Responsibilities:

1. The post holder must be able to perform their cleaning duties and procedures to predetermined standards this will include daily, weekly and periodic tasks.
2. The post holder will be responsible for the thorough cleaning of sanitary ware which includes wash hand basins, toilets and showers using the correct colour coded system and hygiene standards.
3. The post holder will be required to use electrical floor maintenance equipment for the maintenance of soft and hard flooring this will include wet and dry vacuum cleaners, Standard Speed, High Speed and Ultra Speed floor machines.
4. The post holder will be required to dry mop and damp mop hard floor surfaces using the correct colour coded equipment.
5. The post holder will be required to clean all surfaces which will include damp wipe furniture, fittings, fixtures, ledges, skirting boards and radiators. The polishing of wooden furniture, cleaning and polishing of brass fittings. The vacuum and steam cleaning of upholstered furniture.
6. The post holder will be required to collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
7. The post holder will be required to all clean internal glass which includes glass panels in doors, partitions and in some buildings the internal facia of the external windows. The

periodic cleaning of painted walls and ceramic tiles this includes the daily removal of marks and stains on wall surfaces, doors and door plates.

8. The manual handling of furniture to facilitate cleaning procedures; the movement and transportation of cleaning equipment and floor machines to work areas using trolleys provided.

9. The post holder will be required to carry out high level cleaning of ledges, pipes, walls, fixtures and fittings using the appropriate cleaning equipment.

10. The post holder will be responsible for their own equipment and materials; this will include safety checking, cleaning and correct storage of the equipment and materials after use. The post holder must report damage/repairs required to cleaning equipment and the fabric of the building immediately to the Cleaning Supervisor/Site Manager.

11. The post holder will also be responsible for the security of their equipment, materials and cleaning storerooms. The responsibility for keeping secure cleaning storeroom keys, internal and external access keys/fobs and door alarms to small premises.

People Responsibilities:

Responsible that all their cleaning tasks and procedures carried out provide a clean, hygienic and pleasant environment and do not put clients and users of the site at risk of subsequent accident or infection. The cleaning procedures carried do not damage or make unfit for use any fixtures, fittings, floor and wall surfaces.

Resources:

Responsible for the proper use of their own equipment and materials which must be kept clean, properly stored and secured when not in use. Responsible for a clean and tidy store cupboard/room and reporting any fault to equipment's and the fabric of the building to the Site Manager.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

I have read and understand my role and responsibilities in relation to the duties set out above.

Signed:.....

Print Name:.....

Date:.....