

JOB DESCRIPTION	
DIRECTORATE: Support	JOB TITLE: Cleaner
GRADE: 1 scale point 2 to 3	
REPORTS TO: Supervisor Cleaner/Caretaker (or other designated person)	
1.	PURPOSE OF JOB: To provide an on site cleaning service for a specified area, undertaking cleaning tasks set out in a local schedule of work.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
1.	To be responsible for the cleaning of a specified area in accordance with County Council's current specification to achieve County standards.
2.	To safely store cleaning materials and equipment.
3.	To report to the immediate supervisor (or other designated person) any problems relating to cleaning equipment and materials.
4.	To carry out wet work duties at the end of the day
3.	MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i> SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i> No direct management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.
4.	CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i> Little or no opportunity for creativity or innovation
5.	CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i> Contact with Line Manager and/or Headteacher. Some contact with teaching staff or students.
6.	DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i>
	a) Discretion – <i>The postholder has the following discretions:-</i> Limited opportunity for discretion work is within clearly defined procedures, postholder is able to prioritise some tasks, for example order of cleaning

	<p>b) Consequences – <i>The consequences of the postholder’s decisions can be anticipated to impact on the following:</i></p> <p>Impact on the cleanliness within the school, which can be easily identified and quickly remedied</p>		
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:-</i></p> <p>Cleaning equipment, buffer, vacuum cleaner, cleaning materials etc</p>		
8.	<p>WORK ENVIRONMENT</p>		
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>Work may be carried out in different order but does not affect the programme of work.</p>		
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>Physical effort necessary to carry out cleaning role, bending, manual handling, pushing e.g. use of buffer</p>		
	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>Some lone working may be necessary. Possible exposure to human waste and/or bodily fluids. Exposure to normal levels of dust found within a school environment.</p>		
	<p>d) Work Context – <i>Potential risk to safety & well being, including abuse and aggression</i></p> <p>Post holder will be working with cleaning materials and equipment.</p>		
9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p> <p>The post holder should have an understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners.</p> <p>Safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p>		
10.	<p>GENERAL</p>		
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]