



JOB DESCRIPTION

Job Number:	Grade 16	
Job Title:	Cleaner	
Reports To:	Estates Compliance Officer / Cleaning Manager	
Main Purpose of Job: <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>		
<p>This job description is directed towards a Cleaner role within Polden Bower School and The Bridge School. To maintain the highest standards of cleaning in designated areas within the schools, thereby ensuring the health and safety of children, young people, staff and visitors of the schools.</p>		
Main Responsibilities and Duties: <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>		% of Time
<p>Cleansing and cleaning the school environments which includes:</p> <ul style="list-style-type: none"> - Emptying bins and dispose of waste safely and appropriately - Wash, vacuum, polish floors using appropriate equipment, machinery and cleaning products. - Wash and clean toilets, showers, bathrooms and hygiene changing areas using appropriate materials. - Wash down, cleanse and clean all furniture including thoroughly cleaning table tops, worktops and high touch areas. - Clean swimming pool areas, including changing rooms and poolside areas. - Clean internal windows, doors, sills and ledges thoroughly. - Clean specialist equipment in-line with specific instructions. - Cleaning and cleansing specialist areas including sensory spaces and soft-play rooms etc - Undertake deep cleaning, washing walls, furniture and fixtures as per monthly and annual schedule. - Operate a safe working environment at all times. - Complete and have regard to COSHH regulations 		

<ul style="list-style-type: none"> - Maintain cleaning storage in a tidy and safe condition ensuring the contents of all chemicals are clearly marked and stored according to specific instructions. - Ensure reporting of faults and breakages in line with schools reporting system. - Respond to spillages and cleaning issues as required. 	
<p>Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</p>	
<p>Use of cleaning machinery safely and inline with specific operating instructions and training. SUPPORTING PROCESSES</p>	
<p>Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?</p>	
<p>The postholder will work to deadlines within established routines. The postholder will be able to work reactively where needed. The postholder will be flexible and responsive to the needs of the school.</p>	
<p>Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.</p>	
<p>The postholder will refer any concerns of difficulties to members of the site team. The postholder will work as part of a team to ensure the safety of children and young people is held in the highest regard. The postholder will use the school's reporting system to report faults, breakages as they arise.</p>	
<p>Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.</p>	
<p>Continuously on feet, physical cleaning work – using potential hazardous materials. Operating cleaning machinery and equipment of various sizes. Will be required to lift and carry equipment from place to place. Will require to work in awkward positions, bend, stretch and reach. There will be a requirement to work at height using appropriate equipment. The postholder will be cleaning toilets, bathrooms, kitchens, pool area and classrooms.</p>	
<p>Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.</p>	
<ul style="list-style-type: none"> - The postholder will have regular contact with children and young people. - The postholder will have regular contact with staff, visitors and contractors to the school - The postholder will work closely with the site team and other cleaners as part of the Housekeeping team. 	
<p>Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.</p>	
<p>There will be an expectation that the postholder will work across the school sites for both Polden Bower school and The Bridge School as required.</p>	

Knowledge, Skills and Experience: (To be completed by the Line Manager) *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

- Experience of cleaning and hygiene would be an advantage
- Understanding implications and COSHH regulations and working practices
- To be able to work as part of a team
- To be able to work on own initiative
- To be able to follow the school's policies and procedures

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: