

JOB DESCRIPTION

Job Title	Cleaner
Band/Job Group	Band A
Hours/Weeks	12.5 hours – Term Time plus 2 weeks – Summer Holiday
Special Conditions	
School	Harvills Hawthorn Primary School
Responsible to	Head Teacher and Site Manager / Cleaner in Charge

Job Summary

- To undertake, as part of a team and under supervision, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition.

Additional duties and responsibilities

- Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing and emptying of litter bins.
- Periodic cleaning of premises and furnishing during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass.
- Use of all types of electrical cleaning equipment, e.g. scrubber/polishers, carpet extraction machines subject to appropriate training.
- Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene.
- To work at all times under the direction of the Cleaner in Charge / Site Manager.
- To inspect and report any defects to the Head Teacher or Site Manager
- To replenish all consumables as and when required e.g. soap, toilet paper etc
- Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.
- To participate in the operation of the Council's personal performance Development Scheme.
- It is the responsibility to carry out their duties in line with Council policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive

approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible for in line with this policy and the Equality Act 2010.

11. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
12. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and safety at work Act 1974.

PERSONNEL SPECIFICATION

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Sickness Absence and Disability	<p>Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the 12 months period prior to the closing date for the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p> <p>Must be physically fit to undertake the duties.</p>
Qualifications	
Experience	Experience in cleaning role
Training	Willing to attend relevant training courses
Special Knowledge	Industrial Cleaning Equipment
Circumstances	<p>Ability to work when the school is open (Term Time Working)</p> <p>Flexibility to meet the requirements of the post</p>

Disposition	<p>Ability to work in a team, to cooperate and be flexible.</p> <p>Ability to use initiative when appropriate</p>
Practical and Intellectual Skills	
Legal Requirements	Enhanced DBS Check for Regulated Activity