



George Tomlinson Primary School

JOB DESCRIPTION: CLEANER

Terms of Employment: Part Time - 10 Hours / 52.14 weeks

Grader Range: Spine 6-10

Salary Range: £17,961 – £18,330 FTE Pro Salary TBC

Salary Scale dependent on candidate experience and qualifications.

Responsible to: Site Services Officers / SBM.

Responsible for: None.

Core Duties and Responsibilities:

- 1. To clean the interior of designated buildings within the Authority to the required standards.*
- 2. To understand and comply with the Council's Equal Opportunities Policy.*
- 3. To uphold and comply within the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation or Council Policies and Procedures relating to Health & Safety at work.*
- 4. To carry out cleaning duties as directed.*
- 5. Occasional duties of a similar nature, up to and including those in the same grade. In the event of dispute about any such duty, the normal trade union/management negotiations will take place and status quo will apply until the matter is resolved.*

Key External Contacts

- *None.*

Key Internal Contacts

- *Site Services Officers.*
- *SBM.*
- *Staff.*

1 CLEANING DUTIES

You will be required to carry out all or some of these tasks for the area(s) in which you have been directed to work.

- To sweep/dust control sweep/spot mop/thorough mop all hard floor surfaces as directed.*
- To spot vacuum/thorough vacuum all carpeted floors, upholstered furniture and other areas as designated.*
- To dust/dust control dust/damp dust/wash all furniture, fixtures, fittings, surfaces pipes and skirting boards up to hand height as directed. High level dusting to be carried out as required using high dust control extending frame.*
- To polish furniture as required.*
- To clean telephones, including the mouthpiece as directed.*
- To empty, replace and clean wastepaper bins and ashtrays as required.*
- To remove rubbish to designated collection points, to include all paper waste to be collected in rubbish bags and craft waste to be removed in receptacle provided.*
- To clean sanitary areas as designated to include all toilets, urinals, sinks basins, showers, baths and associated fixtures and fittings.*
- Replace hand towels, toilet rolls and hand soap as required.*
- Empty and remove ashes from sanitary towel disposal units where required.*
- To carry out all floor maintenance duties as directed, using the procedure as laid down, machinery equipment and materials provided for this purpose. These duties will include the following:*
- spray cleaning, machine buffing, stripping floors of water based polishes, repolishing floor using water based polishes, machine scrubbing, hand stripping/scrubbing, maintaining unsealed wooden floors with wax polishes where required, the application of oleo resinous seals to wood floors as required, and carpet cleaning.*
- To regularly remove all fingers and scuff marks, splashes etc, from internal glass doors, kick plates, walls and paintwork, and to thoroughly clean these items as required.*
- To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level.*
- To remove graffiti, chewing gum etc, using laid down procedures.*
- To thoroughly clean venetian blinds and vertical blinds as required using methods and equipment as directed. This work to; be done by operative from floor level.*
- To understand and comply with the Council's Health & Safety Policy.*

- *To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the Caretaker.*
- *To be aware of fire prevention and drill procedures.*
- *To lock doors and return keys to designated place as required.*
- *To maintain client confidentiality and security of buildings, closing and locking windows as required.*
- **RESPONSIBLE TO:** *Site Services Officer/Caretaker, or Assistant as appropriate.*

2 Other Responsibilities:

- *Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*
- *Contribute to the overall ethos/work/aims of the school.*

3 Approach to Change:

- *Be flexible and proactive when suggesting change.*
- *Be part of review of working standards and processes of the Cleaning team on a regular basis and support changes as required.*

4 Learning:

- *Participate in performance management and development discussions.*
- *Advise line manager of own development needs.*

5 Communication:

Make every effort to communicate clearly, orally and in writing, to ensure understanding in both one to one and small group settings.

- *Use interpersonal skills to resolve workplace problems.*
- *Communicate effectively in complex / difficult situations and / or contentious issues.*

6 Commitment to Equality:

- *Treat all people with dignity and respect, recognising the value of each individual.*
- *Acting as a role model to the Team to challenge discriminatory language and behaviour.*

7 Managing performance:

Manage own performance effectively to meet goals and targets. Work to required deadlines, adhering to policies, procedures and systems at all times.

- *Participate in yearly performance reviews.*

8 Problem solving and Decision Making:

- Solve problems and make decisions in own area of work.
- Within area of expertise, act as an expert point of reference for other staff with in the team.
- Deal with tasks promptly to avoid escalation into a serious issue.

9 Flexibility:

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

This job description describes the way the post holder is required to complete and perform the duties set out above.

This job description does not form part of the contract of employment.

Approved by:..... Date:.....

Signed by Post Holder:.....Date:.....