South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Cleaner (Mortimer Community College)

GRADE: South Tyneside Living Wage

RESPONSIBLE TO: Business Manager/Site Manager

Overall Objectives of the Post:

To undertake, individually or as part of a team the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

Key Tasks of the Post:

1. ***You will take part in maintaining the cleaning of a designated area of the school. You will:***
    - Empty waste bins, and take all rubbish to the designated disposal point.
    - Clean all furniture and fittings including ledges, pipe work and radiators.
    - Clean all sanitary fittings including WC's, urinals, wash hand basins, sinks, showers, mirrors etc.
    - Vacuum all carpet areas including dust control mats.
    - Dust control mop/sweep all hard floor areas suitable for this task, remove dust, litter and debris.
    - Damp mop all hard floors suitable for this task removing marks where possible.
    - Spray/polish burnish all hard floors suitable for this task.
    - Machine scrub/dry hard floor areas as designated.
    - Periodic tasks include wall washing, blinds, cleaning light shades, diffusers and re applying polish to hard floors.
    - Clean internal windows and internal glazed areas.

2. ***You will maintain Health and Safety procedures at all times. You will:***
    - Ensure security of buildings i.e. check windows and doors are closed/locked and where necessary unset and reset alarm systems.
    - Report any faults to electrical cleaning equipment, do not use until fault is repaired.
    - Ensure correct policy and procedures are maintained including Health and Safety, COSHH, Manual handling etc.
    - Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.

- Ensure all PPE issued is worn at all times, including tabbards and rubber gloves.
- Display wet floor signs when cleaning floors.

3. You will be an effective part of the school team. You will:

- Work as part of a multi-disciplinary team.
- Participate in training sessions as required.
- Maintain school policy and procedures.
- Maintain a customer friendly service adhering to the agreed code of conduct.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SP/JH/CL

Date: 14.09.18