# **Job Description** Durham County Council logo

| **Post title** | Cleaner |
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| **Job Evaluation** | Yes/**No** |
| **Grade** | Grade 1 |
| **Service** | Schools |
| **Service area** | Sugar Hill Primary School |
| **Reporting to** | The postholder will be accountable to the Headteacher & Caretaker |
| **Location** | Your normal place of work will be Sugar Hill Primary School |
| **Disclosure and Barring Service (DBS)** | This post **is subject to an Enhanced Disclosure** |

## **Description of role**

## This role is to clean designated areas of the school in accordance with Durham County Council cleaning specifications, ensuring these are maintained in a clean and hygienic condition, on a daily, weekly, or monthly basis as instructed by the Head Teacher. This area may be changed, dependant on the needs of the school.

## **Duties and Responsibilities**

* Ensuring all waste bins are emptied and refuse is removed and taken to the designated disposal point in order to ensure the site is clean and tidy and meets with health and safety requirements.
* Cleaning all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
* Cleaning all sanitary fixtures and fittings in the toilets, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the Caretaker/Headteacher.
* Carrying out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
* Cleaning all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/pupils is maintained.
* Keeping appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.
* Reporting faulty equipment, machinery etc to the Caretaker.
* Checking windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
* Assisting in the whole school clean during school closure as per the school cleaning programme.
* Attending any training courses relevant to the post, ensuring continuing, personal and professional development.
* Presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Undertaking any other duties that are commensurate with the post as directed by the Head Teacher or Caretaker.
* Protective clothing provided by the school should be worn for protection.

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council’s Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

### **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

### **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

### **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.