

Job Description



Post title	Cleaner
Job Evaluation	A6681
Grade	Grade 1
Service	Schools
Service area	Cotsford Primary School
Reporting to	The postholder will be accountable to the Caretaker / Headteacher
Location	Your normal place of work will be Cotsford Primary School
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description of role

Working individually or as part of a team, under the supervision of the Caretaker, to undertake the cleaning of a designated area in accordance with Durham County Council cleaning specifications and ensure high standards of cleanliness and hygiene are met and maintained.

Whilst there will be a division of labour it is expected that each team member will be prepared to discharge the duties of other colleagues as and when it is deemed necessary by the Caretaker (on-site supervisor) or Headteacher.

Duties and Responsibilities

Cleaning duties

Cleaning designated areas of the school in accordance with Durham County Council cleaning specifications and to ensure these are kept in a clean and hygienic condition, on a daily, weekly, monthly basis as instructed by the Caretaker or Headteacher. This area may be changed, depending on the needs of the school.

- Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas.
- Cleaning of public areas, corridors, etc, children's and staff toilet.
- Emptying of litter bins.
- Polishing and dusting of fixtures and fittings.
- Where appropriate use of powered equipment.
- To keep appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.
- To follow all health and safety codes, health and hygiene code/practices in relation to cleaning e.g. C.O.S.H.H., siting of wet floor cones etc. The supervisor will have a copy of the school's health and safety document for your use.
- To report faulty equipment, machinery to the on-site supervisor.
- To replenish consumable items (soap, toilet rolls, paper towels) when required

Duties may vary between term and closure periods.

Protective clothing

You will be issued with protective clothing provided by the school i.e. Overalls, rubber gloves and you must wear these items for your protection. You are to be responsible for laundering, repair etc, and the on-site supervisor will decide when articles need replacing. In the case of body spillages, protective clothing will be supplied.

Cleaner's Role with Children

The Cleaner is expected to support the School's practices for respecting the rights of children and behaviour management policies rewarding appropriate behaviour and making relevant staff aware of inappropriate behaviour.

The Cleaner is expected to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

The Cleaner is expected to follow school policy regarding the care, control and supervision of our children.

Training

To attend any training courses relevant to the post, ensuring continual personal and professional development.

Annual Leave

Holidays must be negotiated with the Caretaker annually, to be taken within the school holiday periods.

Leave of Absence

All matters relating to leave of absence will be dealt with by the Headteacher and / or the Governing Body of the School.

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.

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.