

## JOB DESCRIPTION

<b>Post Title:</b> CLEANER	
<b>Department:</b> Children, Young People & Culture	<b>Establishment/Post No:</b>
<b>Division/Section:</b> Premises Team	<b>Post Grade:</b> Grade 1/2
<b>Location:</b> The Elton High School	<b>Post Hours:</b>
<p><b>Special Conditions of Service:</b>  Key holding duties may apply  School cleaners must take holidays in periods of school closure.  Where a uniform and identification is provided this must be worn.  Protective clothing including rubber gloves must be worn at all times to comply with Health and Safety Regulations.</p>	
<p><b>Purpose and Objectives of Post:</b>  To undertake cleaning duties under the supervision of Caretaker/Cleaner in Charge within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.</p>	
<b>Accountable to:</b>	Headteacher School Governors or School Business Manager or Site Manager / Caretaker
<b>Immediately Responsible to:</b>	As above
<b>Immediately Responsible for:</b>	None
<p><b>Relationships:</b>  <b>Internal:</b>  Headteachers  Governors  All Staff</p>	<p><b>External:</b>  Members of the public  Pupils  Parents</p>
<p><b>Control of Resources:</b>  Personnel: None  Financial: None  Equipment/Materials: Safe use of equipment and cleaning materials  Health &amp; Safety: Duty of care to self and others</p>	

## Duties/Responsibilities

1. To clean, wash, sweep, polish, dust, empty litter bins in designated areas including toilet and associated facilities, and fixtures and fittings using, where appropriate, powered equipment.
2. To become conversant with the operation and maintenance of cleaning and maintenance equipment.
3. Liaise politely and effectively between customers and management.
4. Understand and follow cleaning schedules and instructions.
5. Operate to formal work practices and procedures at all times.
6. Operate to formal Health and Safety Procedures at all times.
7. Participate and contribute to ongoing personal and service development.
8. Fulfil personal requirements where appropriate with regard to Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service).

Job Description prepared by	Sign:	Date:
Agreed by Postholder	Sign:	Date:
Agreed correct by Supervisor/Manager	Sign	Date

To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

**BURY COUNCIL  
CLEANING SERVICES**



**PERSON SPECIFICATION  
CLEANER**

<b>ASSESSMENT METHOD</b>	<b>SHORT-LISTING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Application and Interview	Experience in cleaning in the public/private sector		√
Application and Interview	Use of powered equipment		√
Application and Interview	Must have high hygiene standards both operational and personal	√	
Application and Interview	Ability to work to a Contract Specification		√
Application and Interview	Ability to work on own initiative		√
Application and Interview	Must have a high awareness of confidentiality	√	
Application and Interview	Ability to identify a colour coded system of operation.		√

Employees of Bury Council have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

**THE ABOVE SHORT-LISTING CRITERIA PLUS THE FOLLOWING:**

<b>ASSESSMENT METHOD</b>	<b>INTERVIEWING CRITERIA</b>
Interview	Ability to understand the importance of Health and Safety Regulations.
Interview	Must have good communication skills.
Interview	Willingness to work unsociable hours to include evening, weekends and public holidays.