

William Farr C of E School**JOB DESCRIPTION****JOB TITLE:** Cleaner**POST HOLDER:****GRADE:** WFPS 1**REPORTS TO:** Site Manager**Hours Worked Per Week:****Weeks Worked Per Year:****Weeks Paid Per Year:****HOLIDAY ENTITLEMENT MUST BE TAKEN DURING SCHOOL CLOSURES****1. PURPOSE OF JOB:**

To assist in ensuring that the school has a clean, safe and secure learning environment.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

1. To be part of the team of cleaners in cleaning all areas of the school, ensuring quality and safe working practices and taking part in the work of the team.
2. To empty wastepaper bins into appropriate sacks. To deal with potentially hazardous/infectious material (eg, glass) in accordance with agreed safe working practices. To remove waste to designated areas.
3. To damp dust, wipe or polish, as appropriate, all furniture and surfaces as directed.
4. To sweep, vacuum, mop and wash all hard floor surfaces, as appropriate.
5. To move light furniture and equipment (eg, desks and chairs) as required.
6. To clear spillages of materials and remove resistant stains in the school's specialist areas, cleaning in accordance with agreed safe working practices.
7. To clean toilets and washrooms to the required standard.
8. To replenish disposable items as necessary.
9. Following training, to use various floor machines.

3. MANAGEMENT OF PEOPLE**SUPERVISION OF PEOPLE****4. CREATIVITY AND INNOVATION**

Little or no opportunity for creativity or innovation

<p>5.</p>	<p>CONTACTS AND RELATIONSHIPS</p> <p>Contact with Line Manager and/or School Business Leader. Some contact with teaching staff or students.</p>
<p>6.</p>	<p>DECISIONS</p>
	<p>a) Discretion –</p> <p>Limited opportunity for discretion. Work is within clearly defined procedures; postholder is able to prioritise some tasks, for example order of cleaning.</p>
	<p>b) Consequences –</p> <p>Impact on the cleanliness within the school, which can be easily identified and quickly remedied.</p>
<p>7.</p>	<p>RESOURCES</p> <p>Cleaning equipment, buffer, vacuum cleaner, other cleaning materials, etc.</p>
<p>8.</p>	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands –</p> <p>Work may be carried out in a different order but does not affect the programme of work.</p>
	<p>b) Physical Demands –</p> <p>Physical effort necessary to carry out the cleaning role; bending, manual handling, pushing (eg, use of buffer).</p>
	<p>c) Working Conditions –</p> <p>Some lone working may be necessary. Possible exposure to human waste and/or bodily fluids. Exposure to normal levels of dust found within a school environment.</p>
	<p>d) Work Context –</p> <p>Post holder will be working with cleaning materials and equipment.</p>
<p>9.</p>	<p>KNOWLEDGE AND SKILLS</p> <p>The post holder should have an understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners.</p> <p>Safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p>

10	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]