

March 2014

## **JOB DESCRIPTION**

**POST:** Cleaner  
**GRADE:** 1  
**Hours:** PT x 45 wks Specific hours to be agreed with Caretaker  
Hours to be worked no earlier than 7:00 and no later than 19:00  
Monday to Friday

### **JOB PURPOSE**

To carry out cleaning and associated duties.

### **MAIN RESPONSIBILITIES AND TASKS**

The normal duties of the post holder will usually include the following:

1. Be responsible for cleaning certain parts of the school site as allocated by the Caretaker/Site manager (this may vary from time to time).
2. Use cleaning materials as instructed by the Caretaker or the Assistant Caretaker.
3. Vacuum all carpeted areas and to wash or mop the floors of the cloakrooms and toilets in designated areas (Machine clean where practicable and instructed to do so).
4. Sweep all the uncarpeted floors thoroughly after school in the afternoon.
5. Empty and clean bins and remove waste to designated areas.
6. Spot clean spillages.
7. Dust/wash carefully with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges twice weekly as a minimum.
8. Clean toilets, toilet areas and the replenishment of toiletries etc.
9. Cleanse hand basins in all toilets.
10. Wash off dirty marks on wall tiling and mirrors.
11. Clean internal glass, internal and external door glass.
12. Carry out periodic cleaning of all internal surfaces as instructed by the Caretaker or the Assistant Caretaker.
13. Check and close windows, switching off lights after work.
14. Carry out such other duties as may be allocated from time to time.
15. Report all defects/hazards immediately to Caretaker or the Assistant Caretaker

## PERSON SPECIFICATION

**POST:** Cleaner

**GRADE:** 1

	<b>Essential</b>	<b>Desirable</b>
Educational achievements, qualifications and training	Able to communicate clearly and follow instructions.	
Job related knowledge, aptitude and skills	Ability to prioritise work  Ability to manage time effectively.	
Personal Qualities	Ability to communicate with a wide range of people.  Initiative and the ability to work without supervision.  Be flexible to changing demands of the post.	Work as part of a team.  Take pride in a job well done.  Be happy, have a sense of humour
Physical	Must be in good health with full mobility	