

Job Title:	CLEANER
Post Ref No:	E1182
Directorate:	Children and Young People
Division:	Schools
Grade:	HBC1
Responsible to:	
Responsible for:	

MAIN PURPOSE OF THE JOB:

To assist in the provision of a clean, healthy and safe environment which meets specific cleaning standards

KEY DUTIES AND RESPONSIBILITIES:

1. To provide a good standard of cleaning to all buildings working within health and safety guidelines and meeting current legislation.
2. To complete on a daily basis, all duties including Job Card using specific floor plans.
3. To wear, at all times, appropriate uniforms and other PPE as supplied in accordance with health and safety legislation.
4. Undertaken any training required to provide a safe service.
5. To take care of corporate assets, bringing any defects to the attention of the line manager.
6. Responsibility for completion of personal timesheet ensuring it arrives timely into the office on a monthly basis
7. Ensure good housekeeping, keeping cleaning stores clean and tidy ensuring implements stored correctly.
8. To be vigilant and report any potential risks within your work area to your line manager preventing unnecessary incidents.
9. Cleaning tasks may include any of the following for which training will be given: vacuuming, mopping, damp wiping, toilet/urinal cleaning, wall washing, carpet cleaning, stripping and polishing floors.

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10. Follow audit requirements, Sign attendance book correctly increase productivity by arriving into the work area on time and leaving after fulfilling the contractual hours.
11. Work as part of a team appreciating and supporting the role of other people in the team.
12. Undertake personal development through training and other learning activities as required
13. Attend and participate in meetings as required
14. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
15. Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
16. Undertake personal development through training and other learning activities as required

Note: Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

Prepared by:	
Job Title:	
Date:	
Date for Review:	

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