

# **BRITANNIA PRIMARY SCHOOL AND NURSERY**

## **JOB DESCRIPTION**

**Post:** Cleaner

**Salary:** Grade 1 Point 1

**Responsible to:** Premises Supervisor

### **LEVEL DESCRIPTION**

Under the direction of Premises Supervisor, SBM and Principal, post holder is responsible for ensuring the school buildings are cleaned to the standard required.

No supervisory responsibilities.

All duties are carried out within recognised procedures or guidelines.

All problems, other than the most routine or straight forward, will be referred to the Supervisor.

### **INTRODUCTION**

The level description gives an overview of the level of competence required to carry out work at this level.

The post holder will report to the Premises Supervisor, SBM or the Principal. This job description gives examples of the types of work that may be carried out at this level, this list is not exhaustive.

### **EXAMPLES OF DUTIES AT THIS LEVEL**

#### **Cleaning**

- General cleaning duties as directed and to specification.
- Cleaning during school closures in accordance with specification.

**In addition, all duties must be carried out in accordance with health and safety procedures, as follows:**

- Wearing personal protective clothing as necessary e.g. apron, rubber gloves
- Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination
- Safe care and correct use of cleaning chemicals
- Use of 'dirty kit' in disposing of bodily fluids
- In the event of an accident, refer to COSHH data sheet for guidance

## PERSON SPECIFICATION - CLEANER

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<b>Knowledge:</b>		
Technical or specialist	<ul style="list-style-type: none"> <li>Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/machine competence).</li> </ul>	<ul style="list-style-type: none"> <li>Has specific knowledge for specialised cleaning eg hall floor, etc.</li> </ul>
Literacy and numeracy	<ul style="list-style-type: none"> <li>Literate (able to read health and safety data and site information).</li> <li>Basic numeracy for stock control and stock rotation (use by dates).</li> </ul>	
Organisational		<ul style="list-style-type: none"> <li>Knowledge of health and safety policies and procedures, e.g. manual handling.</li> </ul>
Knowledge and use of equipment	<ul style="list-style-type: none"> <li>Use of range of cleaning equipment, including specialist items e.g. rotary machines, wet pick-up, scrubber/driers.</li> </ul>	
<b>Mental Skills:</b>		
Thinking creatively / Developing new ideas	<ul style="list-style-type: none"> <li>Able to work to a daily routine</li> <li>Can problem solve mainly straight forward problems in relation to ensuring work areas are covered</li> <li>Carries out tasks which demand sensory attention to ensure tasks are completed effectively and promote a safe environment</li> </ul>	<ul style="list-style-type: none"> <li>Identifying areas of improvement within the site and contributing to changes in working practice.</li> </ul>
<b>Interpersonal &amp; Communications Skills:</b>		
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> <li>Keep up to date written records.</li> <li>Ability to communicate clearly.</li> </ul>	

**Physical skills:**

Other manual skills

- Is able to carry out daily physical demands, including mopping, polishing, scrubbing bending and stretching to reach levels
- Operation of cleaning equipment and completing cleaning tasks.

**Criteria****Essential to basic performance of job****Required for fully competent performance of job****Other attributes:**

Level of autonomy

- The work is covered by guidelines and procedures.
- Takes responsibility for ensuring own work area is maintained to required standards, and equipment is responsibly stored away
- The post holder will have regular contact with line manager.

Responsibility

- Is able to keep confidences when working in sensitive areas, eg; Headteachers office and offices