

<b>BATH AND NORTH EAST SOMERSET COUNCIL</b>	
<b>JOB DESCRIPTION</b>	
<b>SCHOOL:</b>	
<b>POST TITLE:</b> Cleaner	<b>POST NO:</b> SS011 <b>GRADE:</b> LW
<b>RESPONSIBLE TO:</b> Relevant Service or School Line Manager	
<b>DATE:</b> January 2016	

## 1. Purpose of Job

Under the direction of the Caretaker/Cleaner-in-Charge, the primary purpose of this post is to assist in the provision of the cleaning of location(s) to a standard and quality as specified by the Service/School.

As one of a team to contribute to the general management development and review of the Team and Unit both in terms of services provided and staff in accordance with the Council's/School's Vision and Values, policy and other objectives.

## 2. Principal Accountabilities

### a) Departmental

1. With the Service/School line manager participate in the formulation of detailed Team objectives and policies.
2. With the Service/School line manager ensure the effective and efficient implementation of Council/School policies and the achievement of the Council's/School's objectives, including financial ones.
3. To contribute to co-operative working across services in accordance with the Council's/School's Vision and Values. To contribute to cross-service initiatives as required.
4. To assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
5. To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the team.

6. To ensure effective and accessible communication with staff, service users, the general public and others as appropriate.

**b) Functional**

1. To carry out all cleaning tasks set out in the cleaning specification, ensuring that the required standards and quality levels are maintained.
2. To use all cleaning materials and equipment in a safe and proper manner in accordance with the instructions and procedures determined by the Service/School.
3. To complete all appropriate records and documentation as required.
4. To ensure compliance with all relevant health, safety and security regulations.

**3. Qualifications Knowledge & Experience**

**Essential**

A basic level of literacy and numeracy.  
Ability to communicate clearly and work as part of team.

**Desirable**

Previous relevant cleaning experience.

**4. Dimensions**

Number of staff managed	: None
Departmental budget	: None
Section budget	: None

**5. Physical Effort**

At certain points of the day the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. mopping and hovering of floors, emptying of waste bins, dusting skirting boards.

**6. Working Environment**

Due to the nature of cleaning there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

## **7. General**

1. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an essential requirement that all staff are aware of the school's safeguarding procedures.
2. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The postholder will be expected to undertake any appropriate training provided by the As this post holder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their Disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Authority to access their online record.
4. The postholder will be expected to undertake any appropriate training provided by the Authority and/or School to assist them in carrying out any of the above duties.
5. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
6. This job description may be reviewed from time to time and amended after discussion with the post holder. It does not form part of the written particulars of employment of the post holder.
7. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

TWERTON INFANT SCHOOL & NURSERY

Cleaner Person Specification

Post Title: School Meals Supervisory Assistant

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
<b><u>Education and Qualifications</u></b>	Ability to read and write to a reasonable standard both in writing and orally	Qualification in NVQ Cleaning Knowledge of COSHH
<b><u>Experience</u></b>	Experience of working as a cleaner	Experience of working in a school with primary age children
<b><u>Skill and Knowledge</u></b>	Ability to work efficiently, unsupervised and to a high standard of cleanliness.	Training relevant for the post
<b><u>Abilities</u></b>	Ability to work effectively within a team Good communication with the team	Ability to communicate effectively with staff and parents
<b><u>Other Requirements</u></b>	Awareness of the Safeguarding requirements and has enhanced DBS  Willingness to become part of the school community at Twerton Infant School and Nursery  Enthusiasm and a good sense of humour	Personality and blend of interests and skills that adds an extra dimension to the school staff