JOB DESCRIPTION

SCHOOL: Generic	
Head of Service Area:	**Is this description a generic JD? Yes**
GRADE: G1	**JEM Reference No: 01-120F** **Enhanced DBS Required? Yes**
JOB TITLE: Cleaner	
REPORTS TO: Supervisor Cleaner/Caretaker (or other designated person)	

1. PURPOSE OF JOB:

To provide an on site cleaning service for a specified area, undertaking cleaning tasks set out in a local schedule of work.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

i.	To be responsible for the cleaning of a specified area in accordance with County Council's current specification to achieve County standards.
ii	To safely store cleaning materials and equipment.
iii	To report to the immediate supervisor (or other designated person) any problems relating to cleaning equipment and materials.
iv	To be a key holder for the school premises where it is considered necessary by the Headteacher.
v	To carry out wet work duties at the end of the day

3. MANAGEMENT OF PEOPLE

SUPERVISION OF PEOPLE

4. CREATIVITY AND INNOVATION

Little or no opportunity for creativity or innovation

5. CONTACTS AND RELATIONSHIPS

Contact with Line Manager and/or Headteacher.
Some contact with teaching staff or students.

6. DECISIONS

	a) **Discretion** Limited opportunity for discretion work is within clearly defined procedures, postholder is able to prioritise some tasks, for example order of cleaning
	b) **Consequences** Impact on the cleanliness within the school, which can be easily identified and quickly remedied
7.	**RESOURCES** Cleaning equipment, buffer, vacuum cleaner, cleaning materials etc
8.	**WORK ENVIRONMENT**
	a) **Work Demands** Work may be carried out in different order but does not affect the programme of work.
	b) **Physical Demands** Physical effort necessary to carry out cleaning role, bending, manual handling, pushing e.g. use of buffer
	c) **Working Conditions** 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.
	d) **Work Context** Post holder will be working with cleaning materials and equipment.
9.	**KNOWLEDGE AND SKILLS** The post holder should have an understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners. Safe working methods to be used in accordance with COSHH assessments for hazardous substances.
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.			
Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....
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