

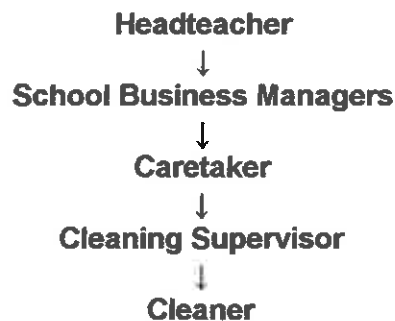
JOB DESCRIPTION

Authority: West Berkshire Council	Department/Division: Education
Post Reference No:	Location: Calcot Schools
Job Title: Cleaner	Grade/Salary Range: A

JOB PURPOSE

To ensure the designated areas of the school premises are kept in a clean and hygienic condition

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

To be responsible for cleaning certain parts of the school site as allocated by the site manager (this may vary from time to time).

- To use cleaning materials as instructed by the caretaker and cleaning supervisor.
- To vacuum all carpeted areas and to wash or mop wet/tiled areas of the classrooms and toilets in designated areas (machine clean where practicable).
- To sweep all the uncarpeted floors thoroughly.
- To empty and clean bins and remove waste to designated areas.
- To spot cleaning of spillages.
- To dust/wash carefully with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
- To regularly clean toilets, toilet areas and the replenishment of toiletries etc.
- To cleanse hand basins in all toilets and sinks in other rooms.
- To wash off dirty marks on doors, door frames, walls, furniture, tiling and mirrors.
- To clean internal glass, internal and external door glass.
- To routinely dust high level areas ie lamp shades, light diffusers (strip lights), top of blinds and stairwells with extendable duster.
- To carry out periodic cleaning of all internal surfaces including tables and chairs to recommended maximum heights.
- To periodically clean internal windows at ground level to the recommended maximum height.
- Checking and closing windows, switching off lights and air conditioning after work.

- Carry out such other duties as may be allocated from time to time.
- Report all defects/hazards immediately to the Caretaker or Cleaning supervisor.

NOTE

- All duties will vary between term and closure periods.
- All duties must be carried out within the codes of practice of the schools health and safety policy.
- Any other duties as delegated by the Headteacher.
- All cleaning in the holidays will be directed by the Headteacher and dependant on the business needs of the school.

SCOPE OF JOB (Budgetary/Resource control, impact)

No supervision of other staff

No responsibility for budget

Job Title Cleaner	Department/Division Education
Authority West Berkshire Council	Post Reference No

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	English and Maths GCSE passes or equivalent	Previous cleaning experience
Competence Summary (Knowledge, abilities, skills, experience)	Methodical and well organised	Knowledge and experience of the appropriate use of cleaning materials and equipment
Work-related Personal Requirements	<p>Practical, proactive and flexible approach to work</p> <p>Well organised – good time management. Punctual and reliable.</p> <p>Able to work as part of a team, take direction and have a sense of humour</p> <p>Confidentiality is essential</p>	
Other Work Requirements	Needs to be reasonably fit and active as some physical effort is involved	