



JOB DESCRIPTION

Job Title:	Cleaner	Job Number:	X9005L
Directorate:		Post Number:	
Service:		Grade:	Grade 1
Location:	Riverbank Academy and Ernesford Grange Community Academy		

Job Purpose:

To undertake, normally as part of a team, the cleaning of designated areas within a college, school or other establishment, to ensure that they are kept in a clean and hygienic condition.

Main Duties and Responsibilities:

Under the direct leadership and supervision of the line manager the post holder will undertake a range of duties, which may include:

1. Carrying out all cleaning within the Academy - washing, mopping, sweeping, buffing, vacuum cleaning, emptying rubbish bins, polishing, dusting to the specification and areas required.
2. Cleaning internal glass, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
3. Cleaning and descaling of basins, toilets, urinals and showers
4. Moving furniture and equipment to assist cleaning.
5. Using all equipment and cleaning solutions safely.
6. Using the prescribed quantities of cleaning solutions.
7. Paying specific attention to health and safety rules.
8. Working towards an exceptionally clean and tidy environment.
9. Taking great pride in the work and cleanliness of the Academy
10. Replenishing of hand soap, toilet rolls and hand towels dispensers.
11. Open and lock doors as required, collecting and returning keys to caretaker or other supervisor.

12. Act in accordance with DSO practice that clients are treated courteously.

13. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to:

Date Reviewed:

Updated:

PERSON SPECIFICATION

Job Title:	Cleaner	Job Number:	X9005L
Directorate:		Post Number:	
Service:		Grade:	Grade 1
Location:	Riverbank Academy and Ernesford Grange Community Academy		

Area	Description	Criteria will be measured by:
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Knowledge:	<ul style="list-style-type: none"> Basic Health & Safety in a Building Cleaning environment. 	

Skills and Abilities:	<ul style="list-style-type: none"> Able to reach standards expected and required by line manager and specifications. 	
	<ul style="list-style-type: none"> Able to bend and stretch on a regular basis. 	
	<ul style="list-style-type: none"> Able to lift and move heavy cleaning equipment. 	
	<ul style="list-style-type: none"> Able to work alone or as part of a team. 	
	<ul style="list-style-type: none"> Able to work without constant supervision. 	
	<ul style="list-style-type: none"> Able to communicate with students, staff and line manager. 	
	<ul style="list-style-type: none"> Able to work to varying deadlines. 	
	<ul style="list-style-type: none"> Able to work flexibly, and be prepared to cover colleague's absences when required. 	
	<ul style="list-style-type: none"> Ability to understand and accept verbal and written instructions 	
	<ul style="list-style-type: none"> Excellent Attendance and Punctuality. 	
	<ul style="list-style-type: none"> Ability to attend and understand relevant training courses. 	
<ul style="list-style-type: none"> Able to adhere to the Council's Equal Opportunities Policy. 		

Experience:		

Educational:		

Special Requirements:	<ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. 	

Date Reviewed:

Updated: