

School / Leeds City Council Job Description

Service

Oulton Primary School

Post Title

Cleaner

GRADE

A1

Post Ref**Post(s) to which directly responsible**

Immediate line manager

Post(s) for which directly responsible

None

Purpose of job

- To be responsible for maintaining a high level of cleanliness throughout the school building.

Responsibilities

1. Use of mechanical cleaning equipment i.e.
 - a) Suction Cleaners
 - b) Scrubbing/Buffering Machines
 - c) Hot Water Extraction Machines
 - d) Combined Scrubber/Drier Machines
 - e) Wet Suction Machines
2. Handling and use of cleaning materials in accordance with recommended procedures.
3. Cleaning in all kinds of areas within the school building i.e.
 - a) Toilet/Hygiene Areas
 - b) Corridors/Landings/Staircases/Entrances
 - c) Craft rooms, i.e. Woodwork, Engineering, Cookery etc.
 - d) Classrooms and Offices
 - e) Halls and Gymnasium
4. High level cleaning, using appropriate equipment.
5. Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises
6. Washing of walls, windows, glass.
7. Collect and dispose of waste in appropriate manner. Clean and maintain waste bins.
8. Working to the school's operational specifications and quality assurance work schedules.
9. Be able to work as part of a team and act on instructions from senior staff.
10. To wear appropriate protective clothing including rubber gloves.
11. Attending appropriate training courses/seminars as requested.

- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Oulton Primary

There will be a need to occasionally work outside of school hours and off school premises, as required by the school.

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade:	A1 point 11
Annual Leave:	24 days per annum plus 4 days pa for 5 years local government service, plus 8 statutory holidays, pro rata for part time working.
Hours:	10 hours per week
Conditions of Service:	NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to use toxic materials in the process of general cleaning	*		
Ability to work constructively as part of a team	*		
To be able to use a variety of cleaning equipment		*	
To be able to operate mechanised cleaning equipment e.g. buffer.		*	

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Participate in development and training opportunities	*		
Knowledge of using mechanical cleaning equipment		*	
Knowledge of the problems in using toxic cleaning equipment		*	

EXPERIENCE	Ess	Des	MOA
Experience of using mechanical cleaning equipment.	*		
Experience of working and cleaning large premises.	*		

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate