

KIRKLEES COUNCIL

JOB DESCRIPTION

Job Title:	Cleaner
Location:	Schools
Grade:	Grade 1
Service:	Children and Adults

1. ABOUT THE JOB

The school provides a high quality cleaning service. You will be responsible for cleaning an area within the school which will include classrooms, offices, toilet areas and corridors. Your duties will include sweeping, mopping, vacuum cleaning, emptying of litter bins, damp wiping, polishing and cleaning toilet and shower areas.

You will also be required to operate rotary floor cleaning machinery and at select times strip and reseal floor areas. During school holiday periods you will be required to manoeuvre classroom furniture and carry out deep cleaning of fixtures and fittings including internal glass and wall surfaces.

You will be required to work flexibly in any area of the school as agreed with your Supervisor or Caretaker and varying your work routines and times in the school holiday periods. This will involve condensing your normal working hours, resulting in working longer hours (shorter working week) and changing your work patterns from early mornings or afternoons to working days.

You will be provided with a uniform (tabard or polo shirt), cleaning chemicals and equipment to do your job and will be fully trained in how to use them correctly. We expect you to take good care of your equipment and be vigilant for any health and safety risks during the course of your work.

You will help to make sure that our customers are satisfied with our service by being friendly and helpful at all times and passing on comments from our customers to your Premises Manager/Senior Caretaker. The work you do is very important in providing pupils and staff with a clean and safe place to study and work.

2. Key Outcomes of the job

- 2.1 Your area will be cleaned each day to the agreed standard.
- 2.2 You will help to maintain a healthy and safe school by following service instructions for the use of cleaning chemicals and equipment and reporting any problems or hazards to your Supervisor or Caretaker.
- 2.3 You will sign in and out of the building, report any accidents and follow health and safety and fire instructions.
- 2.4 By working as part of a team and being helpful and supportive to your colleagues and customers you will contribute to a high standard of service and a positive workplace.

3. General

- 3.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link: <http://www.kirklees.gov.uk/employment/employmentPolicies.aspx>
- 3.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

RESPONSIBLE TO: Premises Manager/Senior Cleaning Manager

Kirklees Council

EMPLOYEE SPECIFICATION

SERVICE AREA: Children & Adults

SECTION: Schools

JOB TITLE: Cleaner (1)

GRADE: 1

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of cleaning, or a role which includes similar duties.	Application Form/ Selection Process	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Willingness to attend training.	Application Form/ Selection Process/ Certificates	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of H.A.S.A.W. and C.O.S.H.H.	Application Form/ Selection Process	B
		3.2	Ability to follow effective cleaning practices and procedures.	Application Form/ Selection Process	A
		3.3	A commitment to and an understanding of Equal Opportunity issues and how they might impact on this job.	Selection Process	
		3.4	Knowledge of health and safety working practices.	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to work effectively as both part of a team and as an individual.	Selection Process	A
		4.2	Ability to communicate effectively with staff and members of the public.	Application Form/ Selection Process	
		4.3	Ability to be flexible and adapt to the changing needs of the school.	Application Form/ Selection Process	
		4.4	Ability to prioritise work.	Application Form/ Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to undertake continued training and development.	Selection Process	A
		5.2	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	OR01
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	