

KIRKLEES COUNCIL

JOB DESCRIPTION

Post Title: Cleaner
Location: Schools
Grade: Grade 1

ABOUT THE POST

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 Supervisor or Area Cleaning Manager. The work you do is very important in providing pupils and staff with a clean and safe place to study and work.

Key Outcomes of the post

1. Your area will be cleaned each day to the agreed standard.
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.
3. You will sign in and out of the building, report any accidents and follow health and safety and fire instructions.
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.

Miscellaneous

As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy. Alternatively go to: <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

RESPONSIBLE TO: