



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	School cleaner
GRADE:	East Sussex Single Status Grade 1
RESPONSIBLE TO:	Headteacher or nominee
MAIN PURPOSE OF THE JOB:	To provide a cleaning service in specified areas of the site.

KEY TASKS

1. To clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the headteacher or nominee.
2. To operate cleaning machinery in accordance with instructions.
3. To dilute and use cleaning materials as instructed.
4. To collect and remove waste/rubbish from work area to collection point as directed.
5. To clean and maintain cleaning equipment as instructed.
6. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
7. To comply with instructions relating to security and confidentiality.
8. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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Person Specification

Post Title: Cleaner
Location: Countywide
Grade: Single Status 1

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> Ability to work effectively and supportively as a member of the school team Ability to work in an organised and methodical manner Ability to act on own initiative, dealing with any unexpected problems that arise Ability to demonstrate commitment to Equal Opportunities 		<ul style="list-style-type: none"> Application /Interview
Education & Qualifications			<ul style="list-style-type: none"> Application /Interview
Knowledge	<ul style="list-style-type: none"> Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials. 		<ul style="list-style-type: none"> Application /Interview
Experience	<ul style="list-style-type: none"> Experience of undertaking a range of cleaning duties 		<ul style="list-style-type: none"> Application /Interview
Personal Attributes	<ul style="list-style-type: none"> Willingness to clean any area of the school 		<ul style="list-style-type: none"> Application /Interview

	<p>as requested by the caretaker and/or headteacher.</p> <ul style="list-style-type: none"> • Willingness to take personal responsibility for standard of work carried out. • Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge • Willingness to maintain confidentiality on all school matters 		
<p>Date (drawn up): November 2009 Reference of Officer(s) drawing up person specifications: JM</p>			



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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>