

DEVON COUNTY COUNCIL Job Description

Position Title	Cleaner		
Location	Holsworthy C of E Primary School		
Reporting to	Vicky Berry		
Position Number(s)	979		
Grade	A		
Directorate/Section/School	Education		
Effective date of JD	01/09/2017	JE Job Number	G.0979

Job Purpose including main duties and responsibilities:

The main purpose of the job is to

To undertake the cleaning of designated areas within the premises to ensure that they are kept in a clean and hygienic condition to meet the schools specification. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

- Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins and the clearing of the designated areas which may include toilets, shower areas, fixtures and fittings using where appropriate powered equipment.
- Follow health and safety guidelines, report facility machinery and equipment to line manager.
- Report shortfall in stock requirements to the line manager.
- Advise the caretaker of any deficiencies in classrooms or corridors etc e.g broken items, carpet rising.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	◦ N/A	◦ N/A	◦
Experience	◦ Non required as full training will be given	◦ Previous experience at working in a cleaning team environment	◦ Application form/Interview
Practical Skills	◦ Ability to be able to carry out manual physical hardwork – such as hoovering/mopping floors	◦ Training/experience in manual handling equipment	◦
Communication	◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English	◦ Team player and ability to work with other team members	◦ Interview
Personal Qualities	◦	◦	◦
Strategic Thinking	◦ N/A	◦ N/A	◦
Technology / IT Skills	◦ Basic IT skills (full training of in-house systems will be provided)	◦	◦
Education and Training	◦ Full Training will be given	◦	◦
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦

Please note; for assistance in completing the Person Spec please see the Recruitment Standards

<http://staff.devon.gov.uk/recruitmentstandards2006>

Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The "Action to be taken" section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable		
Manual handling	✓	
Verbal / physical abuse		
Work equipment		
Fire		
Environmental		
Isolation / lone-working		
Slips, trips & falls	✓	
Chemical	✓	
Working with Vulnerable persons		
Premises related	✓	
Transport risks		
Working at heights		
Other		

Structure chart – to be sent in by the manager as additional information with the job description and person specification

Structure chart

Headteacher



School Business Manager



Caretaker



Cleaner

1. Supervision and Management:

The job holder will have no supervisory or managerial responsibilities for other members of staff.

2. Creativity and Innovation:

The job holder will be very limited for creative and innovatory thinking. The job holder must work within set guidelines and procedures.

3. Links with other officers, Service users or Members of the Public:

Contact will involve routine communications to include the exchange of information on non-contentious matters. Main contacts will be:

- a. Other members of staff
- b. Headteacher
- c. Builders/workmen/engineers visiting the site

4. Levels of Responsibility:

The role will require little freedom to act, work will be carried out within clearly defined rules or procedures and advice will be readily available if necessary.

5. Effects of Decisions:

Decisions made by the job holder will have a limited and short term effects on employees, beyond immediate colleagues and members of the public. If any errors are made, they will be quickly noted and promptly rectified.

6. Resources:

The job holder will be responsible for the proper use and safekeeping of small items of equipment and low cost materials.

7. Work Demands:

Tasks of the role may be interchanged but the programme of tasks will not normally be interrupted. Any interruption would be caused by an emergency situation for example.

8. Physical Demands:

The role will require normal physical effort but may require periods of substantial physical effort such as lifting objects and working in awkward positions. Bending, some lifting, pushing.

9. Working Conditions:

The job holder will have exposure to moderate noise, heat, cold, disagreeable or difficult conditions, i.e. the job holder may be exposed to high levels of dust and chemical cleaning materials. Cupboards and other items of furniture may cause difficulty for the job holder when trying to clean.

10. Work Context:

Work potentially involves some risk to the personal safety of the job holder e.g handling cleaning chemicals and being on working alone.

11. Knowledge and Skills:

The job holder should have awareness of procedures for the operation of alarms and plant equipment in emergencies. They should have knowledge of the safe use of cleaning chemicals and other materials used.

No specific training required.

The job holder should be able to consistently undertake work which encompasses a range of tasks involving the application of readily understood rules, procedures and techniques. Previous experience would be desirable. NVQ 2 or equivalent experience required.

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

Job Description agreed by:

**Line/Originating
Manager:** _____ **Date:** _____

**Head of Service/Head
teacher** _____ **Date:** _____