



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Cleaner</b>
<b>Post Number:</b>	<b>CL-OFPS</b>
<b>Department:</b>	<b>Learning &amp; Skills</b>
<b>Division/Section:</b>	<b>Schools</b>
<b>Location:</b>	<b>Oak Field Primary School</b>
<b>Post Grade:</b>	<b>Grade 1</b>
<b>Responsible To:</b>	<b>Cleaner in Charge</b>
<b>Responsible For:</b>	<b>Cleaning site to specification</b>
<b>Major Purpose of Post:</b>	<b>To provide a cleaning service for Oak Field Primary</b>

### **Main duties and responsibilities**

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To assist in providing an effective cleaning service to Oak Field Primary
- To cover other cleaners during periods of holidays, sickness, staff shortages and other absences.
- To occasionally assist the Cleaner in Charge with the training of cleaning staff.
- To undertake all aspects of cleaning tasks such as; carpet cleaning and steam cleaning, all site specification cleaning, builders cleans, recess cleaning and other cleaning not normally stated in the site specification.
- To adhere to Health and Safety /COSH regulations under the direction of the Cleaner in Charge

- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

**SIGNED:**  
(Director/Chief Officer)

**DATED:**

**SIGNED:**  
(Postholder)

**DATED:**