

Howletch Lane Primary School



Job Description - Cleaner

Description of role

Working as a team cleaning designated areas of the Nursery schools in accordance with Durham County Council cleaning specifications ensuring a high level of cleanliness is maintained throughout the schools, areas may be changed depending upon the needs of the school.

Duties and Responsibilities

- To clean classrooms, offices, public areas, corridors, children's and staff toilet etc ensuring high standards of cleanliness and hygiene are met and maintained
- The collection and removal of refuse including the separation of waste i.e. recycling and taken to the designated disposal point to ensure the site is clean and tidy and meets with Health & safety requirements
- To replenish consumable items (soap, toilet rolls, paper towels) when required
- To carry out in-depth cleaning during school holidays and quieter times following the school cleaning programme involving carpet shampooing and moving equipment and furniture
- To keep light equipment, machinery and cleaning cupboards in a clean and hygienic condition
- The safe operation of mechanical cleaning equipment
- The safe use of cleaning chemicals and their storage ensuring that strict control is observed in materials used and dilution ratios to prevent wastage
- Ensure windows and doors are closed and lights switched off
- If required, be available to lock up the school and set the intruder alarm following training
- To report to the relevant line manager any damages/vandalism or repairs that are required
- To comply with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- To report any faults in relation to equipment to the relevant line manager
- To take part in training as required
- Having due regard to confidentiality, child protection procedures, other statutory requirements and the policies of the governing body
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
- To set out chairs etc for any specific events as required
- Any other reasonable duties as requested by the Head teacher or the relevant line manager
- Carry out duties in accordance with full regard to the school policies and procedures
- Undertake such other reasonable duties, that are commensurate with the post, as may be required within the school

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.