

Lancashire County Council

Grade Profile – Cleaner FLW

POST TITLE:	Cleaner 3 hours a day Monday to Friday, timing to be discussed at interview. Term time only but see below for other hours required.
GRADE:	Foundation Living Wage £12/hr
CAR USER:	Essential
LOCATION:	St Mary's Catholic Primary School, Claughton-on-Brock
RESPONSIBLE TO:	Headteacher
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE: The main objectives to be achieved by the Postholder	
Overview: under the direction and instruction of the headteacher, to undertake the cleaning of designated areas within the school premises to ensure that they are kept in a safe, clean and hygienic condition, to the agreed quality standards.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<p>Cleaning</p> <ul style="list-style-type: none"> - Cleaning, including closure cleaning; - Sweeping, vacuum cleaning and mopping of floors; - Emptying litter bins, replacing liners, and filling dustbins; - Ensuring bins are left out at the right time for collection, and brought back in when emptied; - Polishing, wiping and dusting of surfaces and fixtures and fittings; - Cleaning of toilets and sinks, including replenishment of paper towels, toilet rolls, handsoap and other disposables; - Using appropriate powered equipment e.g. vacuum cleaner - To notify the headteacher, bursar or teachers of any damage to buildings and equipment, whether inside or out, including electrical items, or anything you see that may be dangerous to pupils or staff; - To inform the bursar of matters requiring attention e.g. light bulb replacement, blocked toilets etc; - To inform the bursar when there is low stock of cleaning materials and other disposables etc; - To provide when asked a list of materials needed for the following term; 	

- To undertake training in the correct use of cleaning equipment as appropriate;
- Additional cleaning for certain occasions i.e. open evenings, governor meetings, visits from parents, other school events, preparing for school re-opening after holidays, deep clean during holidays, etc.
- Ensuring that all areas within the confines of the site are free from litter, that paths are clear from excess leaves, moss and other slipping hazards, gritting where overnight forecast requires, and the dustbin areas tidy.
- Routine checking of security of boundaries, including gates and fences.
- Minor gardening duties including tidying, flower boxes, cutting back of overhanging branches near pathways or infant areas, weeding etc excluding application of weed killers.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- To participate in the School's appraisal scheme where appropriate;
- Undertaking training where required;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Note:

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

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Person specification form		
Post title: Cleaner	Grade: Grade 1	
Directorate: Children and Young People	Post number:	
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), Reference (R), test (T), or other (give details)
Experience		
Experience of working as a cleaner	D	
Experience of using powered equipment (e.g. floor buffer)	D	
Knowledge, skills and abilities		
Ability to work as part of a team	E	
Flexible attitude to work	E	
Ability to work in an organised and methodical way	E	
Awareness of Health & Safety issues	E	
Awareness of CoSHH	D	
Good interpersonal skills	E	
Positive approach to service delivery	E	
Commitment to undertaking relevant training and development	E	
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Willingness to work occasionally outside of contracted hours (e.g Parents evenings, lettings etc)	E	I
5. Satisfactory attendance record/commitment to regular attendance at work	E	R
Note: We will always consider your references before confirming a job offer in writing.		

