**Lancashire County Council**

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| **JOB DESCRIPTION** |
| **POST TITLE:** | Cleaner |
| **grade:** | Foundation Living Wage £12.61 per hour |
| **car user:** | No |
| **location:** | Loyne Specialist School |
| **responsible to:** | Site Supervisor/School Business Manager |
| **staff responsible for:** | None |
| **job purpose:** | **The main objectives to be achieved by the Postholder** |
| Under the direction and instruction of the Site Supervisor, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards. |
| main activities | What the Postholder will actually do **What prescribed duties the postholder will have** |

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| **Cleaning*** Cleaning within an allocated area, ensuring all areas are cleaned to a high standard
* Sweeping, vacuum cleaning and mopping of floors
* Emptying bins
* Polishing and dusting of surfaces and fixtures and fittings
* Cleaning of glass e.g. door vision panels, windows.
* Cleaning of bathroom areas including toilets.
* Replenishing personal hygiene supplies such as paper towels, soap, toilet roll and other disposables.
* Notifying line management or other senior staff of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff.
* To inform the Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc.
* To inform Site Supervisor when there is low stock of cleaning materials and other disposables.
* To undertake training in the correct use of cleaning equipment as appropriate.
* To undertake 3 weeks of school closure cleaning to be arranged in liaison with the Site Supervisor

**General*** To be familiar with, adhere to and carry out duties in accordance with school policies and Health and Safety procedures, including COSHH
* To be appropriate and professional in communications with students, staff, visitors and stakeholders at all times, including online.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. |
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| **Note:** | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.** |

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Please sign below to confirm you have read, understood and agree to the job description:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_