



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cleaner</b>
<b>HBC Grade:</b>	<b>1</b>
<b>Service:</b>	<b>Children and Enterprise</b>
<b>Division:</b>	<b>Schools</b>

### Main Purpose of the Role

**To assist in the provision of a clean, healthy and safe environment, which meets specific cleaning standards.**

### Key Duties

<b>1</b>	Provide a good standard of cleaning to all buildings working within health & safety guidelines and meeting current legislation.
<b>2</b>	Complete on a daily basis, all duties.
<b>3</b>	Wear, at all times, appropriate uniform and other PPE as supplied in accordance with health & safety legislation.
<b>4</b>	Undertake any training required to provide a safe service.
<b>5</b>	Take care of school assets, bringing any defects to the attention of the Site Manager.
<b>6</b>	Ensure good housekeeping, keeping cleaning stores clean and tidy ensuring implements stored correctly.
<b>7</b>	Be vigilant and report any potential risks within your work area to the Site Manager preventing unnecessary incidents.
<b>8</b>	Cleaning tasks may include any of the following for which training will be given: vacuuming, mopping, damp wiping, toilet/urinal cleaning, wall washing, carpet cleaning, stripping and polishing floors.
<b>9</b>	Work as part of a team appreciating and supporting the role of other people in the team.
<b>10</b>	Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
<b>11</b>	Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

For office use only:

<b>Date Created:</b>	
<b>Agreed by:</b>	

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.