

## Job Description

<b>Post title</b>	Cleaner
<b>Job Evaluation</b>	Yes/No
<b>Grade</b>	1
<b>Service</b>	Schools
<b>Service area</b>	Villa Real School
<b>Reporting to</b>	The postholder will be accountable to the Head Teacher
<b>Location</b>	Your normal place of work will be Villa Real School
<b>Disclosure and Barring Service (DBS)</b>	This post <b>is subject to an Enhanced Disclosure</b>

## Description of role

To work under the supervision of the Caretaker to clean designated areas of the school in accordance with Durham County Council cleaning specifications and to ensure that these are kept in a clean and hygienic condition, on a daily, weekly, monthly basis as instructed by the School Caretaker or Head Teacher. Also any other duties as the Head Teacher may reasonably request from time to time.

## Duties and Responsibilities

### Specific Duties

#### 1. Cleaning

- To clean a designated area of the school as allocated by the Caretaker/Head Teacher. This area may be changed, depending on the needs of the school.
- Cleaning, washing, sweeping and vacuuming in a variety of areas.
- Cleaning of public toilets, corridors etc. including children's and staff toilets.
- Emptying of litter bins.
- Polishing and dusting of fixtures and fittings.
- Where appropriate use powered equipment.
- To keep appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.

#### Health & Safety

- To follow Health & Safety codes, Health & Safety Hygiene code / practices in relation to cleaning e.g. C.O.S.H.H., siting of wet floor signs, wearing protective clothing, using approved materials etc. The Caretaker will have a copy of the Health & Safety documents.

- Inform the Caretaker / Head Teacher of damage or defect to the premises / furnishings / machinery, removing or securing items to a safe place / standard until repair or disposal to ensure safe conditions at all times.
- Reporting all accidents to the Head Teacher.
- The cleaning and caretaking staff are expected to provide mutual assistance in the moving of furniture and equipment so as to enable each to carry out their respective duties.

## **2. Cleaner's Role with Children**

- The Cleaner is expected to support the School's Positive Behaviour Management Policy rewarding appropriate behaviour and making relevant staff aware of inappropriate behaviour.
- The Cleaner is expected to follow school policy regarding the care, control and supervision of our children.

## **Leave of Absence**

All matters relating to leave of absence will be dealt with by the Head Teacher and / or the Governing Body of the School.

## **Training**

You will be entitled to sufficient training in order to ensure a clear understanding of your duties.

## **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.

**Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

**Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

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.