

Job Description



Post Title:	CLEANER	Post No:	JD33
Department:	Education	Grade:	BEXLEY03
Responsible to:	Caretaker or Site Supervisor		
Responsible for:	No Staff		
Functional links with:	Other team members		
Main purpose of the job:			
<ul style="list-style-type: none"> Undertake, normally as part of a team, the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition 			
Major Duties and Responsibilities:			
<ol style="list-style-type: none"> Cleaning. Washing. Sweeping. Vacuum cleaning. Emptying of litter bins. Polishing and dusting of designated areas (which may include toilets and shower areas). Polishing fixtures and fittings, using where appropriate, powered equipment. 			
Duties may vary between term and closure periods			
Resources:			
<ul style="list-style-type: none"> Cleaning equipment and materials including powered items (e.g. floor polishing machine, carpet shampooer, vacuum cleaner). 			
Job Activities:			
<ul style="list-style-type: none"> Manual operation of cleaning equipment and powered tools in schools, mainly early in morning, late afternoons and periods of school closure. Skill required in the proper use of tools, chemicals and care of surfaces e.g. polishing. 			
Signed by:	Post holder:	Date:	
	Line Manager:	Date:	
	Job Assessor: <i>(if required)</i>	Date:	