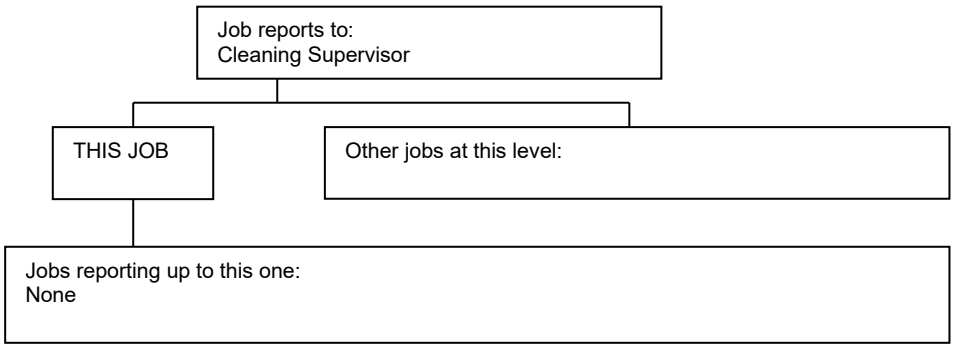
CITY OF YORK COUNCIL	**JOB DESCRIPTION**	**Form JD1**

JOB TITLE: School Cleaner		**POST NUMBER:** E****615 E****619 E2007650 E2007660	
REPORTS TO (Job Title):		Cleaning Supervisor	
DEPARTMENT: Schools		**GRADE**: 2	
JE REF:	0120	**PANEL DATE:**	050607

1.	**MAIN PURPOSE OF JOB**	
	To provide a good quality cleaning service that is responsive to the needs of the school, resulting in a clean and healthy environment for pupils and staff.	
2.	**CORE RESPONSIBILITIES, TASKS & DUTIES:**	
	i.	To work as part of the school cleaning team, supporting and assisting colleagues where appropriate.
	ii.	To empty waste bins from designated areas and fit replacement bin liners where appropriate. Follows recycling policies wherever possible.
	iii.	To vacuum all carpeted floor surfaces, sweep and mop vinyl floor surfaces and sweep and buff polished wooden floor surfaces in designated areas.
	iv.	To clean and disinfect all toilets and wash hand basins, replenish toilet paper, hand soap and hand towels and clean mirrors, door handles and hand dryers in the designated area.
	v.	To wipe down, dust or polish all classroom furniture (desks, tables, chairs, cupboards and lockers) located in the designated area.
	vi.	To carry out periodic cleaning tasks (usually during holiday periods) which includes high level dusting, wall washing, removing chewing gum from under desks and tables, cleaning the inside surfaces of all windows, cleaning behind radiators, removing curtains and blinds for cleaning, dusting picture frames and other similar duties.
	vii.	To periodically strip and re-polish vinyl and wooden floor surfaces, when required (this involves removing existing polish surface, scrubbing, wet mopping, applying a new layer of polish and buffing to achieve a shiny surface).
	viii.	To periodically carry out special cleaning routines following major decoration or building works.

	ix.	To take notice of and subsequently report any property defects or maintenance issues and to make sure that any areas that need to be locked after having been cleaned are appropriately secured.
3.	**SUPERVISION / MANAGEMENT OF PEOPLE** Direct: 0 Indirect: 0	
4.	**CREATIVITY & INNOVATION** The post holder is required to carry out routine duties with very limited opportunity to be creative or use their initiative.	
5.	**CONTACTS & RELATIONSHIPS** • **Internal** The post holder will have frequent routine contact with their Supervisor and co-workers relating to the allocation of tasks. • **External** None identified	
6.	**DECISIONS** **Discretion** The work is routine and covered by policies and procedures and advice is readily available from the Supervisor. **Consequences** If work is not carried out to the required standard the Supervisor may instruct the post holder to repeat the tasks.	
7.	**RESOURCES – financial & equipment** <u>Description</u> Post holders have shared responsibility for the proper use and safekeeping of materials and small items of equipment which may include: vacuum cleaner, buffing machine, wet pick up machine.	
8.	**WORK ENVIRONMENT** **Work demands** The work involves routine cleaning tasks which may be interchanged within a set programme of work to accommodate the needs of the school eg altering the sequence of cleaning of classrooms where a classroom is used for an evening class. **Physical demands** Work requires moderate physical effort which will involve walking, standing, bending, some lifting and operation of the cleaning machines.	

	Working conditions The work is carried out indoors. There will be some exposure to chemicals and unpleasant conditions. **Work context** Work involves minimal risk to personal safety.
9.	**KNOWLEDGE & SKILLS** The post holder requires a basic knowledge of the safe use of chemicals and equipment and security policies and procedures which can be gained from an initial induction and on the job training.
10.	**Position of Job in Organisation Structure**