

# Job Description



<b>Post Title:</b>	<b>CLEANER</b>	<b>Post No:</b>	<b>JD33</b>
<b>Department:</b>	Education	<b>Grade:</b>	<b>BEXLEY02</b>
<b>Responsible to:</b>	Caretaker or Site Supervisor		
<b>Responsible for:</b>	No Staff		
<b>Functional links with:</b>	Other team members		
<b>Main purpose of the job:</b>			
<ul style="list-style-type: none"> <li>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</li> </ul>			
<b>Major Duties and Responsibilities:</b>			
<ol style="list-style-type: none"> <li>Cleaning.</li> <li>Washing.</li> <li>Sweeping.</li> <li>Vacuum cleaning.</li> <li>Emptying of litter bins.</li> <li>Polishing and dusting of designated areas (which may include toilets and shower areas).</li> <li>Polishing fixtures and fittings, using where appropriate, powered equipment.</li> </ol>			
<b>Duties may vary between term and closure periods</b>			
<b>Resources:</b>			
<ul style="list-style-type: none"> <li>Cleaning equipment and materials including powered items (e.g. floor polishing machine, carpet shampooer, vacuum cleaner).</li> </ul>			
<b>Job Activities:</b>			
<ul style="list-style-type: none"> <li>Manual operation of cleaning equipment and powered tools in schools, mainly early in morning, late afternoons and periods of school closure.</li> <li>Skill required in the proper use of tools, chemicals and care of surfaces e.g. polishing.</li> </ul>			
<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>	
	<b>Line Manager:</b>	<b>Date:</b>	
	<b>Job Assessor:</b> <i>(if required)</i>	<b>Date:</b>	