

## DEVON COUNTY COUNCIL

### Job Description

<b>Position Title</b>	<b>Cleaner</b>		
<b>Location</b>	Honiton Primary School		
<b>Reporting to</b>	Cleaning Supervisor & Business Manager		
<b>Position Number(s)</b>	315692		
<b>Grade</b>	A		
<b>Directorate/Section/School</b>	CYPS		
<b>Effective date of JD</b>	1/9/2018	<b>JE Job Number</b>	G.0979

#### **Job Purpose including main duties and responsibilities:**

##### **The main purpose of the job is to**

To undertake the cleaning of designated areas within the premises to ensure that they are kept in a clean and hygienic condition to meet the schools' specification. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

##### **Main duties and responsibilities:**

- Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins and the clearing of the designated areas which may include toilets, shower areas, fixtures and fittings using where appropriate powered equipment.
- Follow health and safety guidelines, report facility machinery and equipment to line manager.
- Report shortfall in stock requirements to the line manager.
- Advise the caretaker of any deficiencies in classrooms or corridors etc. e.g. broken items, carpet rising.
- Participate in annual Child Protection and other statutory training as required by the school.
- Undertake periodic deep cleaning of the school as directed by the Business Manager or Headteacher.

##### **Safeguarding**

The post-holder is responsible for promoting and safeguarding the welfare of children and young persons for whom the post-holder is responsible, or with whom he/she comes into contact, and to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Safeguarding Designated Teacher or the Head Teachers, in accordance with our policy.

**Person specification:**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Management	◦	◦ √	Application & Interview
Experience	◦	◦ √	Application & Interview
Practical Skills	◦	◦ √	Application & Interview
Communication	Ability to fulfil all spoken aspects of the role with confidence and fluency in English	◦	Application & Interview
Personal Qualities	◦	◦	◦
Strategic Thinking	◦	◦	◦
Technology / IT Skills	◦	◦	◦
Education and Training	Minimum English & Maths GCE grade C or GCSE grade 4	◦	Application form
Equal Opportunities	Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	◦	OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards	◦	◦

This 'regulated activity' post is subject to a satisfactory enhanced DBS disclosure.

## Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The "Action to be taken" section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable		
Manual handling	Yes	RA and training
Verbal / physical abuse		
Work equipment	Yes	Training
Fire		
Environmental		
Isolation / lone-working		
Slips, trips & falls	Yes	Training
Chemical	Yes	RA and Training
Working with Vulnerable persons		
Premises related	Yes	Training at induction
Transport risks		
Working at heights		
Other		

## Signatures:

Job Description agreed by:

Cleaning Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_