



## Job Description

<b>Job Title:</b>		Cleaner			
<b>School:</b>		Tyneview Primary School			
<b>JE Code:</b>	A1042	<b>Evaluation:</b>	249 Points	<b>Grade:</b>	N1
<b>Date:</b>	January 2007	<b>Status:</b>	Final		
<b>Job purpose:</b>		To ensure the delivery of services in accordance with customer service standards, policies and procedures. The cleaning of designated areas within a variety of premises, in accordance with the cleaning schedule, to ensure that they are kept clean and hygienic.			

### Main responsibilities

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To undertake the cleaning of designated areas, in accordance with agreed specifications and including fixtures and fittings, including:
  - Emptying waste bins and removing waste to the designated area
  - Washing with mops and cloths
  - Sweeping with brushes and sweeping mops
  - Vacuum cleaning
  - Floor polishing/buffing/spray cleaning using mechanical aids as appropriate
  - Floor stripping using mechanical aids as appropriate
  - Dusting
  
2. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
  
3. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

### Trust responsibilities:

1. Work to fulfil the vision and values of the trust.

2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.