

Cleaner

The Package



* *£10.04 - £10.18 per hour plus £1.24 per hour Distant Islands Allowance*
* *16.5 hrs per week, term time (39 weeks)*
* *Permanent*
* *Local Government Pension Scheme*
* *34 days annual leave, inclusive of Public Holidays (pro rata) per annum, to be taken during school holidays*
* *Generous Maternity & Sick Pay Benefits*
* *Employee Assistance Programme*

General cleaning duties including maintenance of floors, cleaning and dusting of furniture and fittings in designated areas, cleaning and disinfecting of toilets.

The range of cleaning duties includes washing, sweeping, vacuum cleaning, emptying bins, polishing and dusting of designated areas, fixtures and fittings using where necessary powered equipment.

**Lorraine Macleod:   Cleaner**

*"I enjoy coming into my work. We have a great group of cleaners who keep each other going. We support each other and the teaching staff and management are always on hand.  It is a fantastic environment"*



Job Purpose

**Job Title:** Cleaner

**Job Number:** 0611

**Department:** Education, Skills & Children’s Services

**Grade:** B

**Location:** Leverhulme School

**Date:** 2022

**Responsible to:** Director for Education, Skills & Children’s Services; in the first instance to the Cleaner in Charge/Operations Manager

# Cleaner

# Duties

1. Vacuuming of carpets and maintenance of vinyl flooring as required.
2. Polishing and dusting furniture and fittings.
3. Emptying all waste paper bins
4. Cleaning and disinfecting of toilets. Replenishing with soap, toilet rolls and paper towels. Emptying and disinfecting bins
5. Cleaning and polishing of glass doors and partitions
6. Cleaning of skirtings and window ledges
7. Above head cleaning using given equipment
8. External cleaning of fridges, microwaves where applicable
9. Responsibility for security of rooms where necessary.
10. Specialist cleaning where applicable.
11. Ensuring that all duties or responsibilities are performed in a safe manner so that no risk to health and safety arises to you, any other employee or member of the public.
12. Ensuring that you comply with the Council's Non Smoking at Work Policy
13. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service.

**General Accountabilities**

* 1. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
	2. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle’s Risk Management Policy.
	3. To comply with the Comhairle’s Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
	4. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
	5. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.
	6. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.

**COMHAIRLE NAN EILEAN SIAR**

**PERSON SPECIFICATION**

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

|  |  |  |  |
| --- | --- | --- | --- |
| POST TITLE: | SCHOOL CLEANER  | POST NUMBER: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRITERIA** |  | **ESSENTIAL** |  | **DESIRABLE** |
| Knowledge | E1 | An understanding of the cleaning requirements of commercial premises | D1 | Knowledge of safe working practices required in commercial premises  |
| Skills and Abilities | E2E3E4E5 | Ability to use own initiativeGood communication skills Demonstrate an awareness of Health and Safety issues in relation to the handling and storage of materials and equipmentWillingness to follow contract standards which are documented  |  |  |
| Education Experience | E6 | Previous experience of working in a similar post | D2 | Previous responsibility for security of premises or handling of keys for locking up purposes |
| Other Factors | E7 | Willingness to undertake further training |  |  |