



STRATHEARN SCHOOL

CLEANER (TERM TIME POST)

1. Job Purpose

To undertake, as part of a team, the cleaning of any area within the Preparatory Department, as designated by the Corporate Services Manager.

2. Duties and Responsibilities

- 2.1 Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub and dry, strip and re-polish floors using appropriate equipment.
- 2.2 Clean, and remove stains of soft floor surfaces (carpets/matting) using the appropriate cleaning method.
- 2.3 Clean toilet and shower areas including fixtures and fittings.
- 2.4 Clean, wash and dust ledges, walls, fixtures and internal surfaces up to 3.35 metres, polishing furniture where appropriate.
- 2.5 Empty and clean internal litter bins and remove litter to the designated collection points.
- 2.6 Clean internal windows and glass surfaces to a level within easy reach.
- 2.7 Any other duties as directed by the Corporate Services Manager.

3. General Conditions

- 3.1 All duties must be carried out to comply with:
 - a) *The Health and Safety at Work (NI) Order 1978*
 - b) *Acts of Parliament, Statutory Instruments and Regulations and other legal requirements*
 - c) *The COSHH Regulations*
 - d) *Codes of Practice*
- 3.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 3.3 Cover colleagues on sick leave in line with school procedure.
- 3.4 Absence must be reported in line with the school's procedure.
- 3.5 When carrying out cleaning duties protective clothing or work wear issued must be worn.
- 3.6 Flat-soled enclosed-toe footwear should be worn when carrying out cleaning duties.
- 3.7 Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately.
- 3.8 Employees must accept any training to facilitate the undertaking of duties up to and including their own grade.

4. Wage rate and hours

NJC Scale Spinal Point 2: £11.91 per hour

Hours per week: 3pm – 6pm daily

Annual holiday entitlement is 20 days, plus statutory (currently 10 days)