

# Ulidia Integrated College

## Job Description for School Cleaner

**Responsible to:**       **The Principal**

**Reports to:**           **The Bursar and Facilities Manager**

### **1. Job Purpose**

Undertake, as part of a team, the cleaning of any area within the school premises, designated by the Senior Management Team, Bursar or Facilities Manager, to ensure that they are kept in a clean and hygienic condition.

- 1.1 Sweep, suction, clean, mop, dry buff, spray clean, spray wax, machine scrub and dry, strip and re-polish floors using appropriate equipment.
- 1.2 Clean and remove stains of soft floor surfaces (carpets/matting) using the appropriate cleaning method.
- 1.3 Clean toilet and shower area including the fixtures and fittings.
- 1.4 Clean, wash and dust ledges, walls, fixtures, fittings and internal surfaces up to 3.35m. Polishing furniture where appropriate.
- 1.5 Empty and clean internal litter bins and remove litter to the designated collection points.

### **2. General Conditions**

- 2.1 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
- 2.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 2.3 All necessary paperwork must be completed
- 2.4 Duties will be carried out for jobs up to an including those in the same grade, provided such duties are within the competence of the employee.

### **3. Training**

- 3.1 Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade. The training to include:
  - a. Induction Training
  - b. Refresher Training
- 3.2 Employees will accept training for jobs graded at higher levels than their own. Payments will only be made where there is a requirement by the Principal for the higher level duties to be carried out.

### **4. Wage Rate**

NJC Point 2 – 3 (£9.4351 - £9.6237 per hour)