

## Job Description

<b>Job Title</b>	Temporary Cleaner
<b>Responsible to:</b>	Principal and Head Building Supervisor
<b>Salary Scale</b>	Point 9-11 on the NJC Scale (pro rata)
<b>Hours of Duty</b>	3.30-6.00pm Monday to Friday depending on requirements

### Personnel Specification

Qualifications	Essential	Preferred
	Good communication skills	English & Mathematics to GCSE level
<b>Experience</b>	Previous work in cleaning	Previous work in commercial or large scale cleaning.
	Previous experience of operating cleaning machines and polishing equipment.	
<b>Physical attributes</b>	Fit and healthy and able to complete tasks which require physical activity throughout the working session.	
<b>Disposition</b>	Pleasant disposition, ability to work with others in a team, flexibility to change tasks on a rota basis or as required by the supervisor	

### Scope and General Duties

To undertake, as part of a team, the cleaning of any area within the school facilities including sports facilities beyond the main site.

### Duties and Responsibilities

- Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub and dry, strip and re-polish floors and stairways using appropriate equipment.
- Clean and remove stains of soft floor surfaces (carpets/matting).
- Clean toilet and shower areas including all fixtures and fittings.
- Clean, wash and dust ledges, walls, fixtures, fittings and internal surfaces up to 3.35m using appropriate equipment. Polishing furniture where appropriate.
- Empty and clean internal litter bins and remove litter to the designated collection points.
- Recycle the contents of all litter bins as they are emptied into the appropriate recycling container.

### General Conditions

All duties must be carried out to comply with:

- The Health and Safety at Work (NI) Order 1978; Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; The COSHH Regulations; Codes of Practice.
- All duties will be carried out in the working conditions normally inherent in the particular job.
- Cover colleagues on sick leave in line with school procedure.
- Absence must be reported to the School Bursar in line with the school's Attendance Procedures.
- Protective clothing or work wear issued must be worn and flat soled enclosed-toe footwear
- Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately.
- All necessary paperwork must be completed.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
- Follow instructions given by the Building Supervisor operating under the authority of the School Bursar.

### Training

- Employees must accept any training to facilitate the undertaking of duties up to and including their own grade. The training may include Induction Training or Refresher Training.

This job description is intended to give the post holder an appreciation of the role envisaged for the Domestic Assistant and the range of duties. It does not attempt to detail every activity.

The post holder may be expected to carry out other duties as directed from time to time by the School Bursar or the Principal.