

PERSONNEL SPECIFICATION

POST: Cleaner
 LOCATION: Abercorn Primary School, Banbridge
 REF NUMBER: S10024

	Essential Criteria (Minimum)	Desirable Criteria (Subject to enhancement at the determination of the panel)
1. Qualifications		
2. Experience	Cleaning experience outside the home environment.	1 year's cleaning experience outside the home environment; Experience of using heavy cleaning equipment; Experience of SELB procedures.
3. Knowledge		Knowledge of Health & Safety at Work (NI) Order 1978.
4. Skills		
5. Personal qualities	Ability to work as a team member; Willing to undertake necessary training.	

SOUTHERN EDUCATION AND LIBRARY BOARD

JOB DESCRIPTION

CLEANER

Responsible to

Designated line manager

Job Purpose

Undertake, as part of a team, the cleaning of any area within the premises, designated by the line manager.

1.0 Duties and Responsibilities

- 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.

2.0 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 Cover colleagues on sick leave in line with Board procedure.
- 2.4 Absence must be reported in line with the Board's Procedure and the relevant forms must be completed and signed by the Building Supervisor.

- 2.5 When carrying out cleaning duties protective clothing or work wear issued must be worn.
- 2.6 Flat-soled enclosed-toe footwear should be worn when carrying out cleaning duties.
- 2.7 Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately.
- 2.8 All necessary paperwork must be completed.
- 2.9 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.

3.0 Training

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

Induction Training
Refresher Training

4.0 Wage Rate

Scale 1(c) Spinal Points 9-11

It is acknowledged that the contents of this generic job description are not subject to appeal.

Post Evaluated: January 2008