

LINCOLNSHIRE COUNTY COUNCIL	
JOB DESCRIPTION	
DIRECTORATE: Children's Services	Division/Section/Branch: Schools
Service/Sub-Division:	
JOB TITLE: Cleaner	JEM Number 01-120
GRADE:	
REPORTS TO: Supervisor Cleaner/Caretaker (or other designated person)	
1.	PURPOSE OF JOB: To provide an on site cleaning service for a specified area, undertaking cleaning tasks set out in a local schedule of work.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<ul style="list-style-type: none"> i. To be responsible for the cleaning of a specified area in accordance with County Council's current specification to achieve County standards. ii To safely store cleaning materials and equipment. iii To report to the immediate supervisor (or other designated person) any problems relating to cleaning equipment and materials. iv To be a key holder for the school premises where it is considered necessary by the Headteacher. v To carry out wet work duties at the end of the day
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE
4.	CREATIVITY AND INNOVATION Little or no opportunity for creativity or innovation
5.	CONTACTS AND RELATIONSHIPS Contact with Line Manager and/or Headteacher. Some contact with teaching staff or students.
6.	DECISIONS
	<ul style="list-style-type: none"> a) Discretion <p>Limited opportunity for discretion work is within clearly defined procedures, postholder is able to prioritise some tasks, for example order of cleaning</p>

	<p>b) Consequences</p> <p>Impact on the cleanliness within the school, which can be easily identified and quickly remedied</p>
7.	<p>RESOURCES</p> <p>Cleaning equipment, buffer, vacuum cleaner, cleaning materials etc</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Work may be carried out in different order but does not affect the programme of work.</p>
	<p>b) Physical Demands</p> <p>Physical effort necessary to carry out cleaning role, bending, manual handling, pushing e.g. use of buffer</p>
	<p>c) Working Conditions</p> <p>Some lone working may be necessary. Possible exposure to human waste and/or bodily fluids. Exposure to normal levels of dust found within a school environment.</p>
	<p>d) Work Context</p> <p>Post holder will be working with cleaning materials and equipment.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>The post holder should have an understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners.</p> <p>Safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p>
10	<p>GENERAL</p>
	<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>
	<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>
	<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>
	<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
			V5

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title	Cleaner	JEM Reference No.	01-120
Directorate	Schools	Evaluation Date	24/4/06
Service	Generic		

FACTORS:		LEVEL	POINTS
Management of People		1 (up to five)	16
Dispersal			
Creativity and Innovation		1	28
Contacts and Relationships		1	20
Decisions	Discretion	1	20
	Consequences	1	12
Resources		1	10
Work Environment	Work Demands	1	8
	Physical Demands	2	12
	Working Conditions	2	12
	Work Context	2	16
Knowledge and Skills		1	48
TOTAL POINTS			202
GRADE			Grade 1

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project