

## **JOB DESCRIPTION**

### **CLEANER**

- 1. Job Description:** To maintain a high standard of cleanliness within Friends' School under the direction of the Cleaning Supervisor who reports to the Maintenance Manager.
- 2. Responsible To:** Assistant Household Supervisor, Maintenance Manager and, through them, the Bursar.
- 3. Duties & Responsibilities:** The cleaning of the premises including
- 3.1 The cleaning of all internal surfaces, including all internal fixed glass surfaces up to a height of 11 feet above floor level.
  - 3.2 Responsibility for ensuring the emptying of rubbish bins and the tidiness of bin areas within the premises.
  - 3.3 Cleaning of furniture and fittings.
  - 3.4 Moving furniture and equipment within the classroom and corridors to enable cleaning duties to be properly carried out.
  - 3.5 The cleaning of toilets, wash-hand basins and floors maintaining the hygiene of allocated toilet areas, replenish stock of soaps and paper products.
  - 3.6 The preparation for after school activities and cleaning after these activities and the preparation of the school for normal use.
  - 3.7 Checking that all defects in cleaning equipment are reported promptly to the Supervisor.
  - 3.8 Ensuring that all lighting and heating within their allocated areas are turned off when not required and avoiding waste of cleaning materials and hot water.

The Cleaner is required to carry out such other duties concerned with the care and cleanliness of the whole school premises and of its contents as may reasonably be required by the Principal, Bursar or Maintenance Manager.

The School reserves the right to change duty allocations from time to time.

**4. General Conditions:**

- 4.1 All duties must be carried out to comply with:
- (a) The Health & Safety at Work (NI) Order 1978.
  - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
  - (c) Codes of Practice
- 4.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 4.3 All necessary paperwork must be completed.

**5. Training:**

- 5.1 Employees will accept any training to facilitate the undertaking of duties for the job of Cleaner.

Hours – 20 hours per week

3:30pm – 7:30pm daily, Monday to Friday inclusive

All leave must be taken in accordance with the exigencies of the service and must be approved in advance by the Maintenance Manager.

## **Friends' School Lisburn**



### **Personnel Specification – Housekeeping Staff**

#### **Essential Criteria**

##### **Candidates must:**

1. be sufficiently fit to be able to discharge the duties of the post.
2. have an understanding of basic Health and Safety principles.
3. be able to work as members of a team.
4. be capable of working without direct supervision.
5. be competent in the operation of floor polishing machines.
6. be prepared to work in any part of the school as required by the Supervisor.

#### **Desirable Criteria**

1. Previous experience of cleaning in a commercial environment.

**Friends' School is an equal opportunities employer and applications from all sections of the community are welcomed.**

**Applications must be received by School by 4pm on 22 September 2017**

**Monitoring form must be returned with the application form but must be in a separate envelope without other documents enclosed.**