



# Job Description

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St. Helens Council

<b>Post:</b>	Cleaner
<b>Post Number:</b>	PEPY329
<b>Department:</b>	Environmental and Trading Services
<b>Grade:</b>	SCP 9
<b>Responsible to:</b>	Area Supervisor
<b>Purpose of the Post:</b>	<b>To provide a cleaning service to schools and other buildings throughout the Borough, ensuring working areas are a safe environment for themselves, staff, pupils and the public.</b>

## Duties and Responsibilities:

1. Maybe required to work individually or as part of a team under the direction in some instances of either a Senior Cleaner or Caretaker, ultimately responsible to the Area Supervisor.
2. To undertake the Cleaning routine of designated areas within each establishment, which may include classrooms, offices, corridors, halls, toilets etc.

### A. Routine Cleaning includes

Sweeping  
Vacuuming  
Emptying of litter bins  
Polishing  
Dusting  
Buffing  
Washing  
Mopping

### \*B Periodic work includes

Carpet & Upholstery Cleaning  
Scrubbing & Polishing of Hard Floor  
Wall Washing  
Washing of tables & chairs

\* Periodic work will be undertaken in  
Schools during holiday periods

3. May be required to order cleaning materials (dependant on where located) twice yearly within budget allocation.
4. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
5. To comply with the Council's Comprehensive Equality Policy and to ensure it is implemented within the service area of the post.



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6. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: October 2005  
Date updated: December 2014  
Date Updated: July 2016**