



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Cleaner in Charge	Job Number:	Various
Department:	Education & Children's Services	Grade:	C
Location:	Comhairle Offices & Schools	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Operations Manager		

Job Purpose

Responsible for the supervision of the cleaning staff and carrying out cleaning duties at designated office or School.

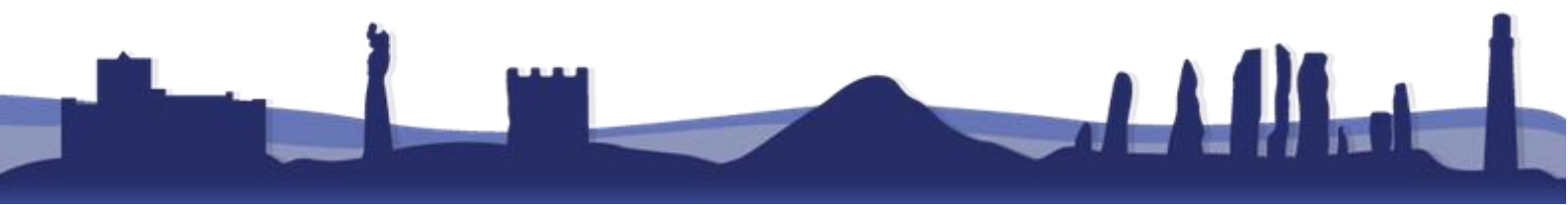
Duties

Duties as a supervisor will include responsibility for:

1. Monitoring cleaning areas prior to, during and after daily cleaning in order to ensure standards of cleanliness are in keeping with Contract requirements.
2. Organising any additional work requested by the Client.
3. Arranging training for new or temporary employees.
4. Allocating work to new or temporary employees.
5. Monitoring timekeeping of cleaners.
6. Ensuring that appropriate returns are completed correctly, both those for which the supervisor is responsible and those which are the responsibility of the work group/individual.

Duties as a cleaner:

7. Undertake normally as part of a team the cleaning of designated areas within the office premises to ensure they are kept in a clean and hygienic condition.
8. Designated area may include offices, meeting rooms, stores, halls, stairways, staffrooms, showers and toilets. The range of cleaning duties includes washing, sweeping, vacuum cleaning, emptying bins, polishing and dusting of designated areas, fixtures and fittings using where necessary powered equipment.
9. The security of the premises and its contents including the operation of fire and burglar alarms and keyholder responsibilities for entering and leaving the areas which are required to be cleaned. The security of the premises may include entrance gates.
10. Supervision of staff in the team.
11. The requisition allocation and issue and control of cleaning materials in accordance with Health & Safety regulations.
12. To maintain the given equipment and to adhere to Health & Safety regulations in relation to the use of equipment.
13. Ensuring that all duties or responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
14. Ensuring that you comply with the Council's Non Smoking at Work Policy.
15. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be selected on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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Job Number: Various

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. An understanding of cleaning in a commercial/industrial environment.	D1. Previous experience as supervisor, team leader or instructor.
Skills and Abilities	E2. An organised approach to the full range of cleaning and supervisory duties. E3. Ability to work to standards set by contractor with minimum supervision. E4. Ability to manage a small team of cleaners to achieve the set standards. E5. Ability to undertake regular monitoring of team members performance. E6. Previous experience of stock take control i.e. ordering receiving and issuing of stock.	
Education and Experience	E7. Demonstrate an awareness of health and safety issues in relation to cleaning materials and electrical equipment.	D2. Ability to use a polishing/scrubbing machine or willingness to undertake instruction on use.
Other Factors	E8. Willingness to undertake security of school premises.	D3. Knowledge of Gaelic and/or commitment to learning the language.

