



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Relief Cleaner – Schools & Offices	Job Number:	Various
Department:	Education & Children's Services	Grade:	A
Location:	Western Isles	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Cleaner in Charge.		

Job Purpose

General cleaning duties including maintenance of floors, cleaning and dusting of furniture and fittings in designated areas, cleaning and disinfecting of 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.

Duties

1. Vacuuming of carpets and maintenance of flooring as required.
2. Polishing and dusting furniture and fittings.
3. Emptying all waste bins.
4. Cleaning and disinfecting of toilets. Replenishing with soap, toilet rolls. Emptying and disinfecting bins.
5. Cleaning and polishing of glass doors and partitions.
6. Cleaning of skirtings and window ledges.
7. Above head cleaning using given equipment.
8. External cleaning of fridges, microwaves where applicable.
9. Specialist cleaning of designated areas.
10. 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.
11. Ensuring that you comply with the Council's Non-Smoking at Work Policy.
12. Any other duties or responsibilities which are compatible with the grade of the post 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 leeted 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 the cleaning requirements of commercial premises.	D1. Knowledge of safe working practices required in commercial premises.
Skills and Abilities	E2. Ability to work as part of a team but also able to use own initiative. E3. Good communication skills. E4. Demonstrate an awareness of Health and Safety issues in relation to the handling and storage of materials and equipment. E5. Willingness to follow contract standards which are documented and accept monitoring from Cleaner in Charge.	
Education and Experience	E6. Previous experience of working in a similar post.	D2. Previous responsibility for security of premises or handling of keys for locking up purposes.
Other Factors	E7. Willingness to undertake further training.	D3. Knowledge of Gaelic and/or commitment to learning the language.

