

Job Description

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Job Title Cleaner
Grade Scale 1 (pt 3)

Prime objectives of the post

To assist the site team with the cleaning of the school to achieve a clean, hygienic and pleasant environment for staff, pupil and visitors.

Responsible to Headteacher and School Business Manager

Duties and responsibilities

- 1.1 Floor maintenance, including sweeping, mopping and polishing of wooden floors and sweeping and washing of tiled, stone or cement floors.
- 1.2 To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments.
- 1.3 Cleaning of all toilet areas in keeping with strict hygiene procedures.
- 1.4 Vacuuming of carpets.
- 1.5 Emptying waste bins or similar receptacles and transporting waste materials to designated collection points.
- 1.6 To replenish consumable items (soap, toilet rolls, paper towels) as required.
- 1.7 The use of chemical agents in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions and training from the School Business Manager.
- 1.8 To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.
- 1.9 The manual handling of furniture to facilitate cleaning procedures and the transportation of cleaning equipment to work areas.
- 1.10 The postholder is responsible for the checking, cleaning and correct storage of the equipment and materials after use.

General

- 2.1.1 Be an effective member of the school team, working co-operatively with other members of staff.
- 2.2 Maintain high standards of health and safety in accordance with the school's policy.
- 2.3 Undertake any reasonable task the Headteacher may identify in time of emergency or need.

signed..... Jobholder Date

signed..... Headteacher Date