

Chaddesley Corbett Endowed Primary School



JOB DESCRIPTION

POST TITLE:	Cleaner
DIRECTORATE:	Children's Services
SCALE:	Grade 1
CONDITIONS OF SERVICE:	Term time only Plus banked hours during school holidays
REPORTING TO:	Site Manager

MAIN PURPOSES OF ROLE:

To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it.

To maintain cleanliness in order to prevent any health risks from occurring.

MAIN AREAS OF RESPONSIBILITY:

- ❖ To clean specified areas of the school to the required standard, as instructed:
 - Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
 - Cleaning windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
 - Sweeping and vacuuming floors;
 - Polishing and dusting surfaces and furniture;
 - Washing furniture, tables and chairs when necessary;
 - Cleaning toilets and shower areas;
 - Using and storing safely cleaning, materials as appropriate, in accordance with their instructions;
 - To launder dusters, tea towels etc.

- ❖ To empty bins (wash out if necessary) and remove rubbish from the premises.
- ❖ To report any damage to school property or other relevant matters to the Site Manager.
- ❖ To use powered cleaning equipment as directed and in accordance with training.
- ❖ To undertake periodic and seasonal work as instructed by the Site Manager.

OTHER DUTIES:

- ❖ To undertake such other duties and training as may be reasonably required and which are consistent with the general level of responsibility of this post.
- ❖ Health & Safety. Ensuring that regulations are adhered to under the direction of the line manager and as detailed in the Health and Safety policy.
- ❖ In all contacts, the post holder will be required to present a good image of the School as well as maintaining good relationships with staff, pupils and parents. All staff must be aware that confidentiality is an important part of any role within the school environment.
 - This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.
 - The school reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Signed.....(post holder) Date.....

Signed.....(manager) Date.....

Date Reviewed Next Review Date.....