

Headteacher: Mr M Albrighton BA MA (Cantab)

www.burford.oxon.sch.uk

Day | Burford School, Cheltenham Road, Burford, Oxfordshire, OX18 4PL
Boarding | Lenthall House, Church Lane, Burford, Oxfordshire, OX18 4SA

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Job Description – School Cleaner

Salary Grade: Grade 2, Point 2

Hours: **10-32 hours** available per week (Over 5 days, within the hours of 5.30am - 7.30 am and 2pm – 9.00pm) Split shifts available

Contract: Permanent, 40 weeks per year (Term time plus a two further weeks in the holidays)

Responsible to: Assistant Facilities Manager

Start Date: October 2026, or by negotiation.

Purpose of the role: To provide a cleaning service for Burford School. Duties may include working in all types of rooms, including offices, classrooms, laboratories, home economics rooms, showers, halls, corridors, workshops and toilets.

Main Responsibilities and Tasks:

The normal duties of the postholder will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the Assistant Facilities Manager (this will vary from time to time).
2. To use cleaning materials as instructed by the Assistant Facilities Manager.
3. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers.

4. Duties to include the following:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets, etc.
- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time
- All defects/hazards must be immediately reported to the Site Manager

Additional Duties:

- To continue personal development as agreed
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection

To perform all of the above duties in accordance with school policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance and financial matters.

Burford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.