

## **Midsomer Norton Primary School – Cleaner in Charge**

**Job Title:** Cleaner in Charge

**Salary:** Grade 3 £18,795 -£19,171 Per Annum, Pro Rata

**Responsible to:** Headteacher & Estates Manager

**Responsible for:** Cleaning Team

**Purpose of Job:** To support the Headteacher and Estates Manager in the planning, organising, monitoring and training of Cleaners.

### **Principal Tasks & Responsibilities:**

- Undertake cleaning duties and the supervision of the Cleaning Team to ensure that the expected levels of cleanliness are met and maintained throughout the school.
- Undertake regular inspections of cleaning activities, record findings and provide appropriate feedback to Cleaning staff and Headteacher; identify and provide guidance to improve any areas of weakness.
- Ensure that Cleaning staff timesheets are accurately completed and checked in respect of the cleaning team's attendance and additional hours.
- Motivate and encourage cleaning staff to work efficiently and achieve a consistent high standard of work.
- Undertake training of new and current staff in safe cleaning practices, to include the safe use of chemicals and use of cleaning equipment including powered equipment.
- Be responsible for maintaining, to the appropriate levels, all cleaning chemicals and equipment and ensuring these are available to cleaning staff.
- Plan and co-ordinate, in consultation with the Headteacher, deep clean activities for holiday closure periods.
- Communicate instructions from the Headteacher and/or Estates Manager to the Cleaning team.
- Maintain safe and hygienic working practices with due regard for self and others.

- To organise cover for colleagues in the event of absence or sickness.

### **General**

- To take part in the School's Annual Review and Performance Management Scheme for Support staff.
- To participate in staff development and training opportunities relevant to the job description.
- To play an active part in the life of the school, sharing the aims and objectives of the school and to support members of the Leadership Group at all times.
- To become aware of and adhere to all school policies.
- To attend training courses as directed by the Headteacher/Estates Manager.
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities, policies, principles and health and safety regulations.
- To carry out other duties as are required and as are commensurate with the grade of this post.

**Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.**

The postholder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

## Appendix 1 - Cleaning Schedule

### Cleaning of the premises to include:

- All internal surfaces, including all internal fixed glass surfaces up to a reasonable height above floor level.
- Blinds.
- Dusting computers.
- Remove black marks from floors, walls, skirting and doors.
- Empty rubbish bins within the premises.
- Furniture and fittings.
- Cleaning of toilets, wash-hand basins, shower and floors maintaining the hygiene of allocated toilet areas, replenish stock of soaps, toilet roll and handtowels.
- Moving furniture and equipment within the teaching areas and corridors to enable cleaning duties to be properly carried out.
- Checking that all defects in cleaning equipment are reported promptly to the Office Manager.
- Ensuring that all lighting is turned off when not required and windows and doors are secured when leaving work areas.
- Duties may vary between term and closure periods.