



# Job description: Cleaner

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## Job details

**School:** Bourne Primary School

**Salary / grade:** NJC1

**Hours:** 12.5 (Monday to Friday- term time plus 3 weeks during selected school holidays)

**Responsible to:** Site manager, Head teacher, Deputy headteacher

## Cleaning Assistant

### Main Duties

- To provide a clean and pleasant environment teaching of pupils and its full use by those staff and pupils who occupy it.
- To help maintain the fabric of school building
- To maintain cleanliness in order to prevent any health risk from occurring in schools

### Job Description

#### Duties and responsibilities during term time include:

- To clean a specified area of the school to the required standard as instructed by the Supervisor
  - Wash floors, surfaces, fixtures and fittings and walls up to a specified height
  - Cleaning inside windows up to a specified height
  - Sweeping, washing and vacuuming floors
  - Polishing and dusting surfaces and furniture
  - Wipe and polish all tables
  - Replace chairs under tables.
  - Cleaning toilets, seats and pedestals, basins and shower areas with a disinfectant cleaner.
  - Use cleaning materials as appropriate, and according to their instructions for use
  - To empty bins and remove rubbish from the premises
  
  - To use power cleaning equipment as directed
  
  - Close windows and turn off lights
  
  - To undertake relevant Non Routine cleaning as instructed by the Supervisor
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- To undertake any relevant training as required
- To comply with the requirements of the health and safety at work regulations
- To co-operate with the employer in ensuring that health and safety responsibilities are carried out
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

**Duties and responsibilities during holiday time include:**

To spring clean all areas:

- To shampoo all carpets
- To wash all walls and floor
- To wash and polish all furniture
- To clean toilet and shower area

To adhere to the ethos of the school

Any other duties as commensurate within the grade in order to ensure the smooth running of the school

<b>Cleaning Assistant - Person Specification</b>	
<b>NECESSARY REQUIREMENTS – SKILLS, KNOWLEDGE, EXPERIENCE ETC.</b>	
<b>DESIRABLE</b>	<b>ESSENTIAL</b>
	To be able to sweep, vacuum, clean, buff, empty bins, polish and dust. Includes toilets and associated facilities and fixtures, using where appropriate the necessary powered equipment.
	Ability to work under own initiative without supervision.
Basic numerical and literacy skills.	
	Ability to understand verbal and written instructions.
	Able to deal with problems in an appropriate manner.
	Ability to work on your own and as a member of a team.
	Aware of the importance of providing a quality service and satisfying customer needs.
	Aware of the importance of Hygiene in the work place.
Knowledge of COSHH regulations and Health & Safety in the workplace.	
	Aware of dangers of mixing chemicals and cleaning products.