



JOB DESCRIPTION

Job Title:	Cleaner
Grade:	Grade A, Point 1
Hours:	20 hours per week, Mon - Fri: 3.15pm - 7.15pm, 12.5 hours per week, Mon – Fri 3.15pm – 5.45pm
Contract:	Permanent, Term Time plus 10 days

The duties and responsibilities of this post are:

To clean specified areas within the school in accordance with the school's standards. Work will be undertaken under the guidance of the Cleaning Supervisor.

The main responsibilities are to:

1. Clean the specified areas including:
 - Wipe down desks and chairs;
 - Vacuum and tidying classrooms;
 - Wash worktops and tables;
 - Wash / mop / sweep floors and wash wet areas;
 - Clean inside glazing;
 - Clean toilets, sinks, bowls and basins;
 - Dust and polish;
 - Use a buffer on larger areas;
 - Strip and reseal floors (occasionally);
 - Remove graffiti.
2. Undertake routine maintenance of equipment
3. Empty bins and dispose of rubbish.
4. Ensure safe storage of all equipment.
5. Be aware of and follow Health and Safety at Work regulations and COSHH guidelines.
6. Monitor use of stock and inform the Cleaning Supervisor if supplies are running low.
7. Draw to attention of the Site Manager or Cleaning Supervisor any problems or issues which may affect the safety or security of the school or its users.
8. Any other duties as requested on an adhoc basis by the Cleaning Supervisor, or Site Manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the grade and job title.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Post subject to Enhanced DBS Disclosure.**

I accept the terms and conditions of the Job Description.

Signed: _____

Date: _____