



North Curry C of E Primary School

Together Everyone Achieves More!



North Curry C of E Primary School **Job Description 2023/2024**



JOB TITLE: Cleaner

GRADE: 16 POINT: 2

SALARY: £22,366 (Actual for 15 hours £9,067.30)

PATTERN: 15 hours per week all year round - Monday to Friday outside of school hours (flexible)

Particular Responsibilities:

- To be responsible for cleaning certain parts of the school site as allocated (this will vary from time to time).
- To dilute and use cleaning materials as instructed.
- To operate cleaning machinery, in accordance with instructions, in cleaning soft and hard surfaces, e.g. vacuum cleaners, carpet cleaners and polishers
- To clean and maintain cleaning equipment as instructed.
- To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
- To comply with instructions relating to security and confidentiality.

Daily:

- 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 Caretaker or Headteacher

Occasional Deep Clean during school holiday time:

As above for daily routine plus:

- Strip back floors and re-apply polish
- Wash light fittings
- Clean windows
- Wash chairs
- High dusting (using appropriate apparatus only)
- Wash all walls and paint work

At all times to:

- maintain confidentiality
- be flexible
- work as part of a team
- follow school procedures to protect and safeguard the welfare of pupils and staff so that safeguarding is everyone's responsibility.

Safeguarding

To safeguard children and ensure that the policy of 'Safeguarding is everyone's responsibility' is followed.

To whom responsible:	Line Manager:	Caretaker
	Main Manager	Headteacher

It may be necessary for duties and responsibilities, other than those outlined and specified above, to be undertaken at times.

The contents of this job description are known to and have been, as appropriate, discussed with the Cleaner Supervisor in question. This job description may be amended at any time after discussion.

Review Date: October 2024

Signed: **Headteacher:** **Date:**

Cleaner: **Date:**