



## Job Description: Cleaner

<b>Salary:</b>	Grade 2
<b>Hours:</b>	10
<b>Contract Type:</b>	Permanent:
<b>Responsible to:</b>	Headteacher/Site Manager/Business Manager

<b>Staff Member:</b>	
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### 1. DUTIES

Under the direction of the Site Manager or Business Manager the post holder is responsible for ensuring the school buildings are cleaned to the standard required. There are no supervisory responsibilities. All duties are carried out within recognised procedures or guidelines. All problems, other than the most routine or straightforward will be referred to the Site Manager or Business Manager

This Job Description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the postholder. It does not form part of the contract of employment.

### 2. PARTICULAR DUTIES

- General cleaning duties as directed and to specification.
- Cleaning and maintenance during school closures in accordance with specification.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake similar duties of a similar level/nature which is considered appropriate to the level of this post.

In addition, all duties must be carried out in accordance with H&S procedures, as follows:

- Wearing personal protective equipment and clothing e.g. tabard, rubber gloves
- Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination
- Safe care and correct use of cleaning chemicals
- Use of 'dirty kit' in disposing of bodily fluids
- In the event of an accident, refer to COSHH data sheets for guidance

### 3. BREAKDOWN OF DUTIES

**DAILY:** Classrooms:

Floor  
Table tops & surfaces  
Sinks  
Bins  
Door windows

Activity Areas: Floor  
Table tops & surfaces  
Sinks

**WEEKLY:** All Areas (including corridors):

Window ledges/sills and frames  
Skirting boards  
Under units  
Cobwebs

**HOLIDAYS:** Thorough cleaning of all areas. All furniture moved. Paintwork cleaned. (Paid as additional hours)

**ICT ROOM/LIBRARY/STAFF ROOM/OFFICES:** As above.

All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a cleaner may carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

**Safeguarding:**

As a school we are committed to the safeguarding of children and adults. All jobs offers will be subject to a DBS check and two satisfactory written references.

<b>Head teacher:</b>	<b>Date:</b>
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<b>Postholder:</b>	<b>Date:</b>
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