



Job Description

Post: Cleaner

Grade: 1 £24,796 pro rata (15hrs per week)

Responsible to: Line Manager & Head Teacher

Areas of Responsibility

Working within a team of cleaners responsible for the fabric of the school. Whilst there is a division of labour, it is expected that each team member will be prepared to discharge the duties of other colleagues as and when deemed necessary by the Head Teacher or Line Manager.

Cleaning Duties

Cleaning designated areas of the school in accordance with Durham County Council cleaning specifications and ensuring these are maintained in a clean and hygienic condition, on a daily, weekly or monthly basis as instructed by the Line Manager or Head Teacher. This area may be changed, dependent on the needs of the school.

Cleaning Duties include:

- Ensuring all waste bins are emptied and refuse is removed and taken to the designated disposal point in order to ensure the site is clean and tidy and meets with health and safety requirements.
- Cleaning all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
- Cleaning all sanitary fixtures and fittings in the toilets, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the Line Manager.
- Carrying out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Cleaning all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure the wellbeing of staff/pupils is maintained.
- Keeping appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.
- Reporting faulty equipment, machinery etc. to the Line Manager.
- Checking windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- Assisting in the whole school clean during school closure as per the school cleaning programme.
- Attending any training courses relevant to the post, ensuring continuing, personal and professional development.

- Presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Undertaking any other duties that are commensurate with the post as directed by the Head Teacher or Line Manager.

Keyholding

In the absence of the Caretaker due to holidays or sickness etc., act as keyholder opening/closing the school (including the operation of the burglar alarm) for cleaning purposes.

Protective Clothing

Clothing provided by the school (i.e. overalls, rubber gloves, etc.) must be worn for protection. The laundering and repair of these items is the postholder's responsibility.

Unless otherwise indicated, no part of this job description should be construed as determining the amount of time spent on a particular duty or responsibility.

This job description will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.