

**JOB DESCRIPTION**

**Post Title:** Cleaner

**Report to:** Caretaker and SLT

**Job purpose:**

Clean and maintain areas of the school, under the direction of Senior Leadership Team to ensure they are kept clean and tidy.

**Summary of cleaning responsibilities:**

* Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors/tables, emptying bins, sweeping uncarpeted areas etc., to ensure high standards of cleanliness and hygiene at all times.
* Maintain clean toilets to ensure hygiene standards are met and replenish toiletries.
* Cleaning doors and windows.
* Ensure the school is kept free from rubbish and debris so a clean and tidy appearance is maintained.
* Cover for the Caretaker, in their absence, to include replenishing hand towels and toilet rolls, tidying grounds and unlocking and locking up the site to ensure the school’s needs are met.
* Report any defects to the Caretaker/Senior Leadership Team to ensure health and safety procedures are followed and to enable repairs to be carried out.
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified / report serious hazards to Caretaker / Senior Leadership Team immediately.
* Undertake, during holiday periods, a complete ‘spring clean’ of all areas including window cleaning, moving furniture to clean behind it, washing skirting boards etc., to ensure all areas are clean and fresh.
* Check stock levels of cleaning materials

**Knowledge required:**

* Some knowledge of Health and Safety Regulations as they relate to the operation of cleaning equipment and dilution of cleaning materials.
* Knowledge of COSSH and the safe use of chemicals.
* Knowledge of cleaning best practice.

**Skills required:**

* Reasonable level of fitness.
* Punctual, reliable and trustworthy.
* Able to manage time effectively.
* Ability to work both alone and in a team.
* Awareness of health and safety procedures and requirements.
* Reading skills for following instructions.
* Maths skills for measuring cleaning fluids.
* Honesty and integrity.
* Adherence to school values.

**Training Courses**

Cleaners need to keep up to date with legislation and training. Courses may need to be undertaken from time to time and hours may be varied to accommodate such training.

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Hours: 10 hours a week during term time plus additional 30 hours during holiday periods**

Term time 2 hours daily per week for 38 weeks = 380 hours

30 additional hours during holiday periods

Summer holidays – 13 hours

October holiday – 1 day @ 3 hours - 3 hours

December holiday – 1 day @ 3 hours - 3 hours

February holiday – 1 day @ 3 hours - 3 hours

April holiday – 1 day @ 3 hours - 3 hours

Inset Days – 5 days @ 1 hour - 5 hours

**TOTAL 30 hours**