

ASPIRE federation

Cleaner Job Description

WORKING HOURS:-

10 hours per week, 2 hours a day 4-6pm (although flexible timings can be agreed) Monday to Friday plus hours in the holidays: 30 hours in the summer holiday, 5 hours in the October holiday, 5 hours in the Christmas holiday, 5 hours in the February holiday, 10 hours in the Easter holiday and 5 hours in the May holiday

JOB SUMMARY :-

To ensure that a high level of cleanliness is maintained throughout Platts Heath Primary School on a daily basis. A cleaner will be required to carry out all the duties as directed by the Headteacher or Caretaker.

To act in a professional manner at all times while on duty.

SPECIFIC DUTIES :-

1. Where practicable ensure windows and doors are closed and locked when leaving rooms.
2. Report to the office any defects seen which are likely to affect security i.e. broken windows, window catches, etc.
3. To carry out cleaning duties as required by the head teacher / Caretaker.

To include sweeping dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.

4 The cleaner will be required to use electrical and mechanical equipment, floor polishers etc, when necessary and after appropriate training.

5. Use of step ladders when necessary and with due regard to health and safety of themselves and others. It is recommended that when one person only is present, that they climb no more than three steps.

6. The cleaner is required to use only approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations.

Chemicals should NEVER be mixed with other chemicals.

7. To be responsible for the care of all cleaning equipment and materials assigned to you.

8. To undertake cleaning duties in any area of the premises being cleaned or other premises as required.

9. To be aware of their responsibilities for Health and Safety of themselves and others.

10. The cleaner is required to wear protective clothing provided while on duty. In addition shoes should be worn which are suitable for the work being carried out.

11. The equipment supplied for specific tasks must be used and reasonable precautions taken when working above floor level.

12. Any furniture, equipment or structure which is or appears to be unsafe must not be used. The cleaner should report all faults to the Caretaker.

13. To undertake other duties not included above, but which fall within the nature of the work.

14. All property of Platts Heath Primary School/Aspire must be returned at the end of employment.

The post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to a CRB Disclosure check.

The Aspire Federation shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.