****

**St Crispin’s CP Infant School**

**JOB DESCRIPTION**

Position: Cleaner

Location: St Crispin’s CP Infant School

Responsible to: Site Manager

Hours: 15 hours per week (Mon – Fri) All year

|  |
| --- |
| **Summary of Job:**To provide a clean and hygienic school environment.To contribute to the overall ethos, work and aims of the school. |
| **Outline of Main Duties:**1. Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, etc. to ensure high standards of cleanliness and hygiene at all times. To replenish hand towels and toilet rolls when required.
 |
| 1. Maintain clean toilets and sink areas to ensure hygiene standards are met.
 |
| 1. Assist the Site Manager in other areas.
 |
| 1. Cover for each other in event of absence, to ensure the establishment’s needs are met.
 |
| 1. Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out.
 |
| 1. Undertake, during holiday periods, a complete clean of all areas including moving furniture to clean behind it, skirting boards, etc., to ensure all areas are clean and fresh. Time to be agreed with Site Manager.
 |
| 1. Comply with Health & Safety, Fire Regulations and other school policies.
 |
| 1. Attend meetings and/or training where relevant to ensure the school’s needs are met.
 |
| 1. Any other reasonable and associated duties.
 |

Signed by:

Post holder: Date:

Site Manager: \_\_\_\_\_\_\_ Date:

*The governors are committed to safeguarding and promoting the welfare of children and all employees are subject to an Enhanced Disclosure Check with the Disclosure and Barring Service.*

**Note**

1. This job description describes duties which the Post holder is expected and required to perform. It is not a comprehensive statement of procedures and tasks but sets of the main expectations of the school in relation to the Post holder’s professional responsibilities and duties.

2. This job description will be reviewed at least once per year and may be subject to modification at any time after consultation with the post holder.

3. St Crispin’s CP Infant School recognises diversity and expects all staff to adhere to the school’s equality duties and treat all students and work colleagues fairly regardless of race, colour, gender, disability, age or religious belief.

4. Patterns of hours worked during periods of school closure are to be agreed with the Site Manager and other cleaners.