**Palm Bay Primary School**

**Job Description**

**Post: Cleaner**

**Grade: Kent Range 3**

**Responsible to: Line Manager**

Purpose of the job:

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

**Key duties and responsibilities:**

1. Undertake cleaning of allocated areas in line with specified standards and as directed

2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training

3. Store allocated equipment and materials safely and securely

4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately

5. Collect and dispose of waste

6. Refill and replace soap, towels and other materials

7. Notify the Line Manager or other senior member of staff, of any damage to buildings and equipment or anything that may be dangerous to pupils and/or adults.

Individuals in this role may also undertake some or all of the following:

Undertake specialised cleaning programmes during school closures or other designated periods.