

Garlinge Primary School and Nursery

JOB DESCRIPTION

Job Title:	Cleaner
------------	---------

Purpose of Job:

To clean and maintain areas of the school, under the direction of the Facilities Manager or the supervision of a Caretaker.

Main Duties:

To provide a comprehensive cleaning service to the standard set out in the Caretakers Manual; Section 4 Miscellaneous Cleaning Matters, to include the following:

- Empty waste bins or similar receptacles, transporting the waste material to the designated collection points
- Sweep floors with brushes or dust control mops
- Mop floors with set or damp mops; ensuring that the floors are not too wet
- Suction cleaning carpeted areas and 'spot' cleaning carpets
- Use electrical equipment complying with instruction manuals
- Dust, damp wipe, wash or polish furniture, ledges, windowsills, external surfaces of cupboards, radiators, shelves and fitments.
- Replenish consumable items when required
- Clean toilets, urinals, hand basins and sinks to ensure hygiene standards are met
- Use chemical agents as directed by the Facilities Manager or Caretaker

To wear the appropriate protective clothing provided by the school.

To ensure all cleaning equipment is safely stored at the end of each shift.

To report any defects to the Facilities Manager or Caretaker to ensure health and safety procedures are followed to enable repairs to be carried out.

To provide deep cleaning, floor polishing, high level dusting, window cleaning, wall washing and other necessary tasks during periods of school closure.

To sign in and out on arrival and departure of duty via the main school entrance at Westfield Road.

To visit the staff room on a regular basis to keep informed of personnel and school issues.

To engage with the mandatory six month probationary review procedure.

General

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.

- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager or Headteacher.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.