

Kingswood Primary School

Job Description: Cleaner

WORKING HOURS: 10 hours per week, 4.00-6.00pm Monday to Friday (term time)

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 Kingswood Primary School on a daily basis. A cleaner will be required to carry out all the duties as directed by the Headteacher and 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 site manager any defects seen which are likely to effect security i.e. broken windows, window catches, etc.
3. To carry out cleaning duties as required by the Headteacher, 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 site manager.

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

14. All property of Kingswood Primary School must be returned at the end of employment.

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

Kingswood Primary School 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.