**LAWN PRIMARY SCHOOL**

**Cleaner**

|  |  |
| --- | --- |
| **Grade:** | **Kent Range 3** |
| **Responsible to:** | **Cleaner in Charge** |

**Purpose of the Job:**

Clean and maintain areas of the establishment, under the direction of a senior member of staff to ensure they are kept clean and tidy.

**Key duties and responsibilities:**

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.
2. Maintain clean toilets to ensure hygiene standards are met.
3. Cover for the Cleaner in charge, in their absence, to include replenishing hand towels and toilet rolls, tidying grounds and unlocking and locking up the site to ensure the establishment’s needs are met.
4. 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.
5. Undertake, during holiday periods, a complete ‘spring’ clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors etc. to ensure all areas are clean and fresh.

It is recognised that some job holders may not carry out all the Main Duties in the particular place of work.