

# ST JOHN & STJAMES PRIMARY SCHOOL

## JOB DESCRIPTION

<b>Post Title:</b>	Cleaner
<b>Grade:</b>	Scale 1 Point 5
<b>Reports to:</b>	Site Manager and Improvement Officer and Headteacher
<b>Line managed by</b>	Site Manager and Improvement Officer and Assistant Site Manager

### PURPOSE OF THE POST:

- To provide a clean and pleasant environment in order to facilitate the effective teaching and learning for pupils and its full use by those staff and pupil who occupy it.
- To help maintain and clean the school building consistently to a high standard.
- To maintain cleanliness in order to prevent any health risk from occurring in school.
- To fully uphold and support the Christian ethos of the school

### RELATIONSHIPS

- Responsible to the Headteacher/Deputy Headteacher/SLT
- To co-operate and liaise with:
  - Teaching and non teaching staff of the school
  - Colleagues
  - Parents and carers
  - Governors
  - Local community

## **RESPONSIBILITIES, TASKS AND DUTIES OF A CLEANER**

1. To contribute to the School's positive Christian ethos in valuing all pupils and staff equally.
2. To clean in a specified area of the school to the required standard as instructed by the Site Manager and Assistant Site Manager.
3. Wash floors, surfaces, fixtures and fittings and walls up to a specified height
4. Cleaning inside windows up to a specified height.
5. Sweeping and vacuuming floors.
6. Polishing and dusting surfaces and furniture.
7. Cleaning toilets and shower areas.
8. Use cleaning materials as appropriate, and according to their instructions for use.
9. To empty bins and remove rubbish from the premises.
10. To report any damages to school property or other relevant matters to the Site Manager.
11. To use power cleaning and carpet cleaning equipment as directed.
12. To undertake relevant Non Routine cleaning as instructed by line manager.
13. To undertake any relevant training as required.
14. To take reasonable care for the Health and Safety of themselves and for others.
15. To undertake any other relevant duties as directed by the Headteacher.

The postholder shall ensure that the duties of the post are undertaken with due regard to the School's and LA Health and Safety policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

( For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety policy, Education Group Health and Safety policies and employee information leaflet entitled – 'Health and Safety Policy – Guidance on Health and Safety Responsibilities')