

## JOB DESCRIPTION

**Job Title:** Cleaner  
**Responsible to:** School Business Manager and Headteacher

### OVERALL RESPONSIBILITY

To carry out cleaning duties within your specified zone to ensure health, hygiene and safety of all staff and pupils and to provide a clean, organised learning environment for the pupils.

### MAIN DUTIES AND RESPONSIBILITIES

#### On a daily basis:

- Empty general waste and recycling bins and classrooms, teaching spaces and offices.
- Clean sink area and draining boards, wipe towel dispenser.
- Dust and clean window ledges, wooden areas, teachers and office furniture, computers and other equipment.
- Hoover all carpeted areas.
- Take pupil chairs down from the tables and wet spray. Wipe tables.
- Wet mop all areas that are not carpeted.
- Clean and disinfect all toilets,
- Fill towel dispensers, soap dispensers and toilet rolls where necessary (leaving a spare supply).

#### On weekly basis:

- Polish wooden areas and furniture.
- Spray wipe marks from walls etc.
- Clean glass in internal doors and reception areas.
- Clean and disinfectant telephones.

### **Holiday Deep Cleans:**

Teaching and office staff will clear surfaces in their classrooms and offices prior to the Christmas, Easter and Summer holidays thereby enabling the cleaners to:

- Clean tables and chairs.
- Remove stubborn marks on walls and skirting boards.
- Clean and polish all side units, furniture and shelving.
- Undertake extra toilet cleaning.

### **HEALTH & SAFETY & SAFEGUARDING**

- Safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- You will be provided with cleaning materials, equipment and tabbards. You are responsible for informing the office of any additional requirements you have and the need for replacing worn personal protective equipment.

### **CONTINUING PROFESSIONAL DEVELOPMENT**

- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Take part in the school's performance management process evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive

statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.