

**SEDGEFIELD HARDWICK PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Title of Post: Cleaner**

**Responsible to: Head Teacher**

**Salary: Grade 1 Point 5 (£6.44 - £7.71 per hour)**

**Hours: 10 hours per week - Term Time Only**

**Main Purpose of Job**

The main purpose of the role is to provide efficient and effective cleaning support to the school, to work individually or as part of a team to undertake the cleaning of a designated area and ensure high standards of cleanliness and hygiene are met and maintained. To cover duties of other colleagues when required and instructed by the Head Teacher, School Business Manager or Caretaker.

**Specific Tasks**

The post holder will be expected to:

• To clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained throughout the school.

• To clean all sanitary fixtures and fittings including the lavatories, wash room facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.

• Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.

• Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc., ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/pupils is maintained.

• To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.

* To keep appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.

• To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.

• To attend any training courses relevant to the post, ensuring continual personal and professional development.

• Role requires working individually and working within a team.

• Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

• Provide pastoral care to sick and injured children, informing other members of staff of any incidents whilst cleaning within the school.

• The Post holder may undertake any other duties that are commensurate with the post.

* The applicant should follow the all school’s policies.
* The school operates a strict no smoking policy.

• The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

You will be issued with an overall, rubber gloves which you must wear for your protection. You are responsible for the laundering, repair etc., of the overall.

The successful applicant will be joining a forward thinking school whose principle aim is to provide a safe and happy environment in which the children can learn and grow up together.

Sedgefield Hardwick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. Appointments are subject to a DBS clearance, medical clearance and references.