Trimdon Junior School

**JOB DESCRIPTION**

**POST TITLE : CLEANER**

Permanent

**RESPONSIBLE TO : THE HEAD TEACHER**

**LIAISON WITH :** CARETAKER

**GRADE :** Grade 1, Point 10

**HOURS** : 8.5 hours per week – 7a.m – 8:45 a.m Monday-Thursday 7a.m-8:45a.m Friday

DUTIES;

Cleaning designated areas of the school in accordance with Durham County council cleaning specifications and to ensure these are kept in a clean and hygienic condition on a daily basis as instructed by the Caretaker or Head Teacher.

1. To clean designated areas of the school as allocated by the caretaker or Head Teacher. These areas may be changed, depending on the needs of the school.
2. Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas. Cleaning of public areas, corridors, etc. children’s and staff toilets.
Polishing and dusting of fixtures and fittings.
Where appropriate, after instruction, use of powered equipment.
to follow Health and Safety codes. Health and Hygiene code of practices in relation to cleaning, e.g. C.O.S.H.H, siting of warning cones, etc.
To report faulty equipment to the Caretaker as necessary.
Any other cleaning duties as directed by the Head Teacher or Caretaker.
3. A willingness to undergo training as and when required for the job.

PROTECTIVE CLOTHING;

You will be issued with protective clothing such as tabard/overall, rubber gloves and these should be worn at all times for your protection. You are to be responsible for laundering the garments and the Caretaker will decide when articles need replacing.

ANNUAL LEAVE

This is a whole time post with some hours to be worked during school holidays – this will be liaised with the Head Teacher on a termly basis. Total paid leave entitlement is 26 days for anyone with less than 5 years service, rising to 31 days for more than 5 years service.

You will be given sufficient training in order to ensure a clear understanding of these duties.

It may be necessary to amend this job description at any time in the future but only after consultation with you and your appropriate trade union representative or friend.

Signed ………………………………………………………………. Head Teacher ……………………………………………………………..

Date …………………………………………….

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