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***Easington Colliery Primary School***

*Whickham Street, Easington Colliery,*

*County Durham, SR8 3DJ*

*Tel. 0191 527 0293*

***“A Good School”*** *(Ofsted 2014)*

***Head Teacher:*** *Mr D Loomes* ***Deputy Head Teacher:*** *Mrs L Errington*

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## Post: Cleaner

***Responsible to: School Business Manager***

### Duties and Responsibilities

Cleaners are required to undertake the following duties as directed by the supervising officer using the prescribed methods and frequencies in line with the requirements of the cleaning specification:

1. Support and promote the school’s aims, values, vision and Mission Statement
2. Empty waste bins or similar receptacles, transporting waste to designated collection points
3. Sweeping floors with brushes or dust control mops
4. Mopping wet floors with wet or damp mops
5. Suction cleaning carpeted areas and “spot” cleaning carpets
6. Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper training)
7. Using electrically powered pick up machines
8. To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments
9. To replenish consumable items (soap, toilet rolls, paper towels) if required within the contract
10. To clean toilets, urinals, hand basins and sinks, baths, showers and drinking fountains where allocated
11. Replace consumable items
12. To undertake key holding duties if required
13. Where applicable the security of premises
14. To use chemical agents as directed by the Supervising Officer in the discharge of cleaning operations or maintenance procedures (after receiving proper instructions and training) in relation to COSHH
15. To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm’s extension from floor level during periodic cleaning maintenance programme
16. Cleaners employed in domestic areas are required to clean cookers and work surface areas
17. Removal of graffiti from internal surfaces
18. To carry out any other reasonable duties within the overall function of the job.

*This Job Description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.*

**Agreed:**

Date:……………………………………………………….

Signed ……………………………………………… Post Holder

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

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should therefore not be regarded as immutable but may change in line with national prescription on teachers’ terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.