



TANFIELD LEA COMMUNITY PRIMARY SCHOOL CLEANER JOB DESCRIPTION

SALARY: GRADE 1

HOURS: 12.5 HOURS PER WEEK (hours to be agreed)

Responsible to: Head Teacher

Main Job Purpose

Cleaning designated areas of the school in accordance with Durham County Council cleaning specifications and ensuring these are maintained in a clean and hygienic condition, on a daily, weekly, or monthly basis as instructed by the Line Manager or Head Teacher. These areas may be changed depending on the needs of the school.

This will be conducted under the general supervision of the Head Teacher / School Business Manager

Main Responsibilities

Cleaning Duties include:

- Ensuring all waste bins are emptied and refuse is removed and taken to the designated disposal point in order to ensure the site is clean and tidy and meets with health and safety requirements.
- Cleaning all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
- Cleaning all sanitary fixtures and fittings in the toilets, 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 Line Manager.
- Carrying out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Cleaning 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.
- Keeping appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.
- Reporting faulty equipment, machinery etc to the Line Manager.
- Checking windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- Assisting in the whole school clean during school closure as per the school cleaning programme.
- Attending any training courses relevant to the post, ensuring continuing, personal and professional development.
- Presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Undertaking any other duties that are commensurate with the post as directed by the Head Teacher or Line Manager.

KEYHOLDING

In the absence of the Caretaker due to holidays, or sickness etc., the post holder may be required to act as keyholder, opening/closing the school (including the operation of the burglar alarm) for cleaning purposes.

This job profile will be the subject to regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post-holder.

Health and Safety

1. Comply with the requirements of the Health and Safety at Work Regulations
2. Take reasonable care for the Health and Safety of yourself and others
3. Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
4. To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head Teacher or other nominated person.

Resources

Ensure the operation and maintenance of specialised equipment following training if required. Cleaning equipment (e.g. buffing machine) and some chemicals will be used on a regular basis. Basic understanding of the operation of the school's alarm system and heating system will be required. Training will be arranged as necessary.

Knowledge and Skills

Willingness to undertake training.

Supervision and Management

The post holder will often be required to work without direct supervision i.e. during school holidays and follow 'lone working' guidelines.

Key Contact and Relationships

Daily contact with the School Caretaker or other nominated staff and cleaners. General contact with other school staff.

The cleaner is expected to attend any training/meetings required in order to satisfactorily carry out any of the above requirements.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.