

**Job Description for Cleaner Role**

Responsible to: Head Teacher

Line manager: Site Manager

Hours: 10 hours per week as negotiated

Areas of responsibility

To form a team of cleaners responsible for the fabric of the school. Whilst there will be a division of labour it is expected that each team member will be prepared to discharge the duties of other colleagues as and when it is deemed necessary by the head teacher or line manager.

Cleaning 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, weekly, monthly basis as instructed by the on-site supervisor, line manager or head teacher.

1. To clean a designated area of the school as allocated by the on -site supervisor, line manager or head teacher. This area may be changed, depending on the needs of the school.

2. a. Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas.

b. Cleaning of public areas, corridors, etc, children’s and staff toilet.

c. Emptying of litter bins.

d. Polishing and dusting of fixtures and fittings.

e. Where appropriate use of powered equipment.

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

g. To follow all health and safety codes, health and hygiene code/practices in relation to cleaning e.g. C.O.S.H.H., siting of wet floor cones etc. The supervisor will have a copy of the school’s health and safety document for your use.

h. To report faulty equipment, machinery to the on -site supervisor.

Duties may vary between term and closure periods.

Protective clothing

You will be issued with protective clothing provided by the school i.e. Overalls, rubber gloves and you must wear these items for your protection. You are to be responsible for laundering, repair etc, and the on- site supervisor will decide when articles need replacing. In the case of body spillages protective clothing will be supplied.

Annual leave

To annually submit a list of required holidays to the Head Teacher. If a dispute arises, items will be determined by the personnel sub-committee of the governing body of the school who will afford you an individual right of appeal.

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

Any other cleaning duties 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.