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***Easington Colliery Primary School***

**Job Description**

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| **Post:** | Cleaner |
| **Grade:** | 1 |
| **Location:** | Easington Colliery Primary School |
| **Responsible To:** | School Business Manager |

**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 School Business Manager or Caretaker (on-site supervisor).

**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.

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.

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 you 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 School Business Manager. If a dispute arises, items will be determined by the Staffing sub-committee of the governing body of the school who will afford you an individual right of appeal.

**Leave of absence**

All matters relating to leave of absence will be dealt with under division four of the L.M.S guidance for schools of which a copy has been given to all employees.

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, line manager, or site supervisor.

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

January 2019