

**VILLA REAL SCHOOL**

**JOB DESCRIPTION - CLEANER**

**Responsible to:** Head Teacher

**HOURS:** 12.5 Hours per week **Term Time Plus 10 days**

Responsible for providing a warm, safe, clean and secure environment in which children and staff can work effectively.

All staff members are expected to support the school aims:

We aim through praise and positive encouragement to enable every child to develop their full potential within the school and community.

All members of the school’s community should display a commitment to energy conservation and carbon reduction.

**Main purpose of the job**

To work under the supervision of the Caretaker to clean designated areas of the school in accordance with Durham County Council cleaning specifications and to ensure that these are kept in a clean and hygienic condition, on a daily, weekly, monthly basis as instructed by the School Caretaker or Head Teacher. Also any other duties as the Head Teacher may reasonably request from time to time.

**Specific Duties**

1. **Cleaning**

* To clean a designated area of the school as allocated by the Caretaker/Head Teacher. This area may be changed, depending on the needs of the school.
* Cleaning, washing, sweeping and vacuuming in a variety of areas.
* Cleaning of public toilets, corridors etc. including children’s and staff toilets.
* Emptying of litter bins.
* Polishing and dusting of fixtures and fittings.
* Where appropriate use powered equipment.
* To keep appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.

**Health & Safety**

* To follow Health & Safety codes, Health & Safety Hygiene code / practices in relation to cleaning e.g. C.O.S.H.H., siting of wet floor signs, wearing protective clothing, using approved materials etc. The Caretaker will have a copy of the Health & Safety documents.
* Inform the Caretaker / Head Teacher of damage or defect to the premises / furnishings / machinery, removing or securing items to a safe place / standard until repair or disposal to ensure safe conditions at all times.
* Reporting all accidents to the Head Teacher.
* The cleaning and caretaking staff are expected to provide mutual assistance in the moving of furniture and equipment so as to enable each to carry out their respective duties.

1. **Cleaner’s Role with Children**

* The Cleaner is expected to support the School’s Positive Behaviour Management Policy rewarding appropriate behaviour and making relevant staff aware of inappropriate behaviour.
* The Cleaner is expected to follow school policy regarding the care, control and supervision of our children.

**Leave of Absence**

All matters relating to leave of absence will be dealt with by the Head Teacher and / or the Governing Body of the School.

**Training**

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_