NEWCOMEN PRIMARY SCHOOL

JOB DESCRIPTION

CLEANER

Salary: Grade A Job Code: A1764

Responsible to: Site Manager/Headteacher

Hours: 22.5 hours per week

Normal hours: 7.30-9.30 am and 3.00-5.30 pm Monday-Friday

**Main Roles and Responsibilities:**

To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

**Specific Responsibilities:**

* Wiping down surfaces to exceptional standards
* Vacuuming carpeted areas to exceptional standards
* Dusting all surfaces to exceptional standards
* Sweeping hard surfaces to exceptional standards
* Ensuring that all areas are kept free from litter
* Emptying and washing bins to exceptional standards
* Cleaning toilets, basins and sinks to exceptional standards
* Mop floor areas and buff specified floor areas to exceptional standards
* Use of step ladders to clean up to a height of 11ft (3.4 metres)
* To notify supervisor/manager where stocks of materials are running low
* To be aware of COSHH in relation to the above activities and the school’s needs

To observe **Health and Safety** regulations and guidelines by:

* Following agreed risk assessment when moving furniture etc to clean
* Ensuring that cleaning materials are safely stored, and are not accessible to pupils
* Ensuring that cleaning materials are kept in safe, and appropriately contained which are clearly labelled
* Alerting appropriate staff of potential Health & Safety risks or hazards encountered during their duties (eg trailing wires or worn carpets)

**General:**

To undertake any other duties as required by the Headteacher commensurate with Grade A of the Redcar & Cleveland Job Evaluation Profile Code A1764

To participate in a review meeting on request and undertake INSET relevant to the post as required