**CASSOP PRIMARY SCHOOL**



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| **Post:** | Cleaner |
| **Grade:** | 1 |
| **Location:** | Cassop Primary School |
| **Responsible To:** | Head Teacher/Senior Management Team |

The Governors would like to appoint a cleaner commencing 1 April 2019.

Expressions of interest are invited by application form.

The closing date for applications is Friday 22 March 2019, 12 noon. Interviews are to be held on Tuesday 26 March 2019.

**Duties and Responsibilities**

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 Head Teacher.

1. To clean designated areas of the school as allocated by the Head Teacher. These areas may be changed, depending on the needs of the school.
2. Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas.

Cleaning of public areas, corridors, etc. children’s and staff toilets.
Emptying of litter bins

Polishing and dusting of fixtures and fittings.
Where appropriate use of powered equipment.
To keep appropriate light equipment, machinery and cleaning cupboard in a clean and hygienic condition

To follow Health and Safety codes. Health and Hygiene code of practices in relation to cleaning, e.g. C.O.S.H.H, siting of warning cones, etc.
To report faulty equipment to the Caretaker as necessary.
Any other cleaning duties as directed by the Head Teacher.

1. A willingness to undergo training as and when required for the job.

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

**Protective Clothing**

You will be issued with protective clothing such as tabard/overall, rubber gloves and these should be worn at all times for your protection. You are to be responsible for laundering the garments and the Head Teacher will decide when articles need replacing.

**Annual Leave**

To annually submit a list of required holidays to the Head Teacher.

Total paid leave entitlement is 26 days for anyone with less than 5 years service, rising to 31 days for more than 5 years service. Leave must be taken in school holiday period.

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

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