

JOB DESCRIPTION

SCHOOL: Lakes Primary School

POST TITLE: Cleaner

GRADE: A Point 1

REPORTS TO: Senior Cleaner

MAIN PURPOSE: Under the direct instruction of the Head Teacher/School Business Manager and Senior Cleaner working to set procedures and guidelines, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

TASKS:

RESPONSIBILITIES:

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet

MATERIALS/SUPPLIES:

- Notify supervisor where stocks are low
- Ensure correct materials are used, awareness of COSHH

HEALTH & SAFETY:

- Follow agreed risk assessment when moving furniture etc to clean
- Ensuring cleaning materials are safely stored, and are not accessible to children
- Ensuring that cleaning materials are kept in safe and appropriate containers
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

OTHER:

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

The post holder maybe reasonably expected to undertake other duties commensurate with the level of responsibility that maybe allocated from time to time.