**Roseberry Primary and Nursery School**

**JOB DESCRIPTION – CLEANER**

**Job title**: Cleaner

**Hours**: 10.5 hours per week

**Responsible to**: Caretaker

**Purpose**: To work alone or within a team under the direction of the Headteacher and caretaker providing an efficient service of cleanliness, ensuring that all assigned areas are cleaned to the standard required within set procedures in order to maintain a clean and safe learning environment for our pupils.

**Duties**:

* ****To promote and maintain cleanliness and tidiness thus creating a pleasant, safe and hygienic working environment. ****To clean designated areas in accordance with the building cleaning specification as directed by Headteacher or caretaker. This may include cleaning hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces. ****To use cleaning materials and equipment necessary to carry out duties including diluting and using cleaning chemicals as instructed with due regard to COSHH regulations. To operate cleaning machinery in accordance with instructions and within Health and Safety guidelines and to keep such machinery in clean and safe condition reporting any faults to line manager.
* To collect and remove rubbish from work areas to a collection point as directed. This includes emptying waste bins.
* To clean furniture and fittings including ledges, pipes and radiators ensuring high standards of cleanliness.
* To clean sanitary fixtures and fittings including lavatories ensuring areas are maintained to required standards of health and safety, reporting any broken or damaged fixtures or other maintenance issues to the caretaker.
* Carry out vacuuming in carpeted areas ensuring correct use, carrying and storage of equipment.
* Clean other floors appropriately, e.g. sweeping, mopping, polishing etc ensuring wet floor hazard signs are used when required to maintain wellbeing of staff and pupils.
* To assist caretaker in moving furniture or other items to enable cleaning.
* Maintain accident records as required. To report any faulty equipment to the caretaker as necessary, such as faulty plugs or fuses.
* ****To carry out emergency cleaning as required, resulting from accident, sickness, vandalism, fire and any building work.
* Window cleaning to hand height internally in compliance with Health and Safety procedures at all times.
* To comply with regulations relating to security and confidentiality.
* To take appropriate Health and Safety precautions, where necessary, whilst carrying out duties thereby ensuring the personal safety of all staff, pupils and visitors.
* To cover for absent colleagues in the event of absences.
* To carry out deep cleaning processes during school closure periods.
* To adhere to school covid-19 risk assessments.
* To uphold the school’s policies for anti-discriminatory practice and equality of opportunity.
* To uphold the school’s health and safety requirements, particularly with regard to agreed codes of practice and safe methods of working.
* To sign in and out at the start and end of each working shift.
* To fill in appropriate request forms for holidays one term in advance and pass to the caretaker for Headteacher approval.

The list of duties in the job description should not be regarded as exclusive or exhaustive, There might be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may be reasonably required.

**Protective clothing**

You will be issued with protective clothing such as a tabard and rubber gloves and these should be worn at all times for your protection. You will be responsible for laundering the garments and the caretaker will decide when articles need replacing.

Your duties will be as set out in the above job description but please note that the Headteacher reserves the right to update your job description, from time to time, to reflect changes in, or to, your job, for examples issues arising from Covid-19. You will be consulted about any changes.

 **COMMON DUTIES AND RESPONSIBILITIES:**

1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that school’s requirements are met and that the highest standards are maintained.

 To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

2 **Communication**

To establish and manage the team communications systems ensuring that the school’s procedures, policies, strategies and objectives are effectively communicated to all employees.

3 **Professional Practice**

 To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school’s stated objectives of continual improvement in quality of its service to internal and external customers.

4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the school’s Health and Safety policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

7 **Appraisal**

 All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council including school-based employees.

**9 Confidentiality**

 All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

10 **Induction**

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.