



HAMSTERLEY PRIMARY SCHOOL

CLEANER – JOB DESCRIPTION

Post Title: Cleaner
Responsible to: Caretaker, Head Teacher and Deputy Head Teacher
Hours of Duty: 5 hours per week, 1 hour per day (before or after school opening hours), term time and equivalent number of hours in the school holidays

The post requires you to undertake duties in the following areas:

- Report any defect in or damage to any equipment
- Report any accident to the caretaker/Headteacher and fill in appropriate forms.
- Inform Caretaker of the need for replacement light fittings/fuses etc.
- Inform Caretaker of the need for supplies.
- Clean hand basins and toilets and mop floors daily.
- Check all taps are turned off.
- Clean tables and sink areas.
- Mop up spillages especially from toilet floors.
- Vacuum carpets and mop floors.
- Empty rubbish bins and take to outside containers.
- Damp dust all storage units.
- Clean internal glass and walls on a rota basis with particular attention to the Reception and Learning zone areas.
- Damp dust teachers work areas and computers.
- Clean thoroughly the area identified at appointment.
- Damp dust window ledges and sills
- Check and damp wipe all internal doors and handles to remove marks or spillages
- Clean main entrance doors as and when required
- Clean any other areas as defined by the Durham County Council cleaning schedule.

- In school holidays - the shared cleaning of classrooms and corridors, toilets, offices and adjoining areas. Dust, polish, clean windows, wash floors, wash tables, chairs and shelves, clean water coolers, wash marks off walls, dust bookcases etc.
- The cleaning and caretaking staff are expected to provide mutual assistance in the moving of heavy furniture so as to enable each to carry out their respective duties
- Holidays must be taken in the school holidays (with the exception of singular days in exceptional circumstances), please see the caretaker who organises the work during the holiday periods.