**Job title:** Cleaner

**Salary:** Grade 1, point 3, £18,582 (pro-rata)

**Hours:** 12.5 hours per week

**Contract type:** Permanent

**Reporting to:** The Caretaker

**Main purpose** Working as a team cleaning designated areas of the school in accordance with Durham County

Council cleaning specifications ensuring a high level of cleanliness is maintained throughout the

school, this area may be changed depending upon the needs of the school.

**Duties and responsibilities**

* To clean classrooms, offices, public areas, corridors, children’s and staff toilet etc ensuring high standards of cleanliness and hygiene are met and maintained
* The collection and removal of refuse including the separation of waste i.e. recycling and taken to the designated disposal point to ensure the site is clean and tidy and meets with Health & safety requirements
* To replenish consumable items (soap, toilet rolls, paper towels) when required
* To carry out in-depth cleaning during school holidays and quieter times following the school cleaning programme involving carpet shampooing and moving equipment and furniture
* To keep light equipment, machinery and cleaning cupboards in a clean and hygienic condition
* The safe operation of mechanical cleaning equipment
* The safe use of cleaning chemicals and their storage ensuring that strict control is observed in materials used and dilution ratios to prevent wastage
* Ensure windows and doors are closed and lights switched off
* If required, be available to lock up the school and set the intruder alarm following training
* To report to the relevant line manager any damages/vandalism or repairs that are required
* To comply with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
* To report any faults in relation to equipment to the relevant line manager
* To take part in training as required
* Having due regard to confidentiality, child protection procedures, other statutory requirements and the policies of the governing body
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
* To set out chairs etc for any specific events as required
* Any other reasonable duties as requested by the Head teacher or the relevant line manager
* Carry out duties in accordance with full regard to the school policies and procedures
* Undertake such other reasonable duties, that are commensurate with the post, as may be required within the school

The successful applicant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the cleaner will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher and office manager.