** Blackhall Primary School**

**Job Description – Cleaner**

**POST TITLE** Cleaner

**GRADE** One, Point 10-11

**RESPONSIBLE TO:** Headteacher or Deputy Headteacher

**Work pattern:**

12.5 hours per week, term time only + 4 weeks of the school holidays.

**Overall Objectives of the post**

To undertake, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

**Key Tasks of the Post:**

***1. You will take part in maintaining the cleaning of a designated area of the school. You will:***

* Be responsible for cleaning certain parts of the school site as allocated by the Caretaker (this will vary from time to time).
* Use cleaning materials as instructed by the Caretaker.
* Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.
* Carry out the following duties:
* Vacuum cleaning hard and soft floors;
* Spot cleaning of spillages;
* Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass;
* Emptying and cleaning bins;
* Cleaning toilets including sanitary fittings and surrounds;
* Mopping and spray cleaning hard floor surfaces;
* Wiping and polishing and straightening furniture;
* Replenishing supplies in toilets etc.;
* Checking and closing windows, switching off lights after work;
* Such other duties as may be allocated from time to time;
* All defects/hazards must be immediately reported to the Caretaker or Headteacher.

2***. You will maintain Health and Safety procedures at all times. You will:***

* Ensure security of the building i.e. check windows and doors are closed/locked.
* Report any faults to electrical cleaning equipment, do not use until fault is repaired.
* Ensure correct policy and procedures are maintained including Health and Safety COSHH, Manual Handling etc.
* Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
* Ensure all PPE issued is worn at all times, including tabbards and rubber gloves.
* Display wet floor signs when cleaning floors.

***3. You will be an effective part of the school team. You will:***

* Work as part of a multi-disciplinary team.
* Participate in training sessions as required.
* Maintain school policy and procedures.

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.