**SEDGEFIELD HARDWICK PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Title of Post: Cleaner**

**Responsible to: Head Teacher**

**Salary: Grade 1 / £18,887 (£9.79 per hour)**

**Hours: 15 hours per week Monday – Friday 6am – 9am**

**Main Purpose of Job**

The main purpose of the role is to provide efficient and effective cleaning support to the school, to work individually or as part of a team to undertake cleaning and ensure high standards of cleanliness and hygiene are met and maintained. To cover duties of other colleagues when required and instructed by the Head Teacher, School Business Manager or Caretaker.

**The post holder will be expected to:**

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| • To clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained throughout the school.  • To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to make sure the site is clean and tidy and meets with health & safety requirements.  • To clean all sanitary fixtures and fittings including the lavatories, wash room facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.  • Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.  • Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc., ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/pupils is maintained.  • To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.   * To keep appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.   • To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.  • To attend any training courses relevant to the post, ensuring continual personal and professional development.  • To assist in the whole school clean during school closure as per the school cleaning programme.  • Role requires working individually and working within a team.  • Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.  • To attend any training courses relevant to the post, ensuring the facilities are locked and secured appropriately.  • The Post holder may undertake any other duties that are commensurate with the post.   * The applicant should follow the all school’s policies. * The school operates a strict no smoking policy.   • The post holder has common duties and responsibilities in the areas of: -  Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction |
| No specific educational qualifications are required, but applicants must be able to read and understand Health and Hygiene codes and practices in relation to cleaning e.g. C.O.S.H.H siting of wet floor signs etc. You will be issued with a copy of the school’s Health & Safety Policy and Staff Handbook upon commencing the post. |