Job Description

Post title	Cleaner
Grade	2, point 3
Work pattern	15 hours per week 3.00pm to 6.00pm - Monday to Thursday 2.30pm to 5.30pm - Friday Term time only plus 2 weeks to be worked during school holidays
Service	DCC Schools
Service area	St. Stephen's CE Primary School
Reporting to	The postholder will be accountable to the Headteacher
Location	Your normal place of work will be St. Stephen's CE Primary School
Disclosure and Barring Service (DBS)	This post **is subject to an Enhanced Disclosure**

Description of role

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.

Duties and Responsibilities

Key Tasks of the Post:

1. You will take part in maintaining the cleaning of designated areas 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 janitorial supplies in toilets etc.;
- Checking and closing windows, switching off lights after work;
- Completing an annual deep clean of classrooms, staffrooms, dining areas and other frequently used spaces on school premises
- Complete termly upkeep cleaning of classrooms, staffrooms, dining areas and other frequently used spaces on school premises including high and low level dusting

- Such other duties as may be allocated from time to time;

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 tabards 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.

St. Stephen's CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to have an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.
The above list is not exhaustive and other duties may be attached to the post from time to time.