



Thrybergh Fullerton C of E Primary Academy

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JOB DESCRIPTION

Post Title: Academy Cleaner and Key holder

Grade: DSAT SCP 3

Hours: 12.5 hours part time

Responsible to: Senior Leadership Team (SLT)

Site Security

1. Carrying out security procedures for school buildings and grounds. The routine and non-routine opening and closing of school premises and grounds.
2. Preventing trespass on the school premises or grounds.

Cleaning

The normal duties will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the Site Supervisor or Head teacher and following Health & Safety guidelines
2. The safe use of chemicals and cleaning materials as instructed by the Site Supervisor/Buildings Manager following Health and Safety guidelines.
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.
4. To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.
5. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Cleaner in Charge and Head teacher.
6. Duties may include but are not limited to the following:
 - 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

Other duties

The duties and responsibilities of the job are those required at the date of compilation of the document and other duties and responsibilities may be required by the Senior Leadership Team to be undertaken from time to time. These will be implemented in consultation with the employee in addition; other duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.