

Greenfield CofE Lower School

Job Description – Cleaner



Responsible to: Office Manager

Purpose of Job:

To carry out essential cleaning and tidying tasks after school, in designated areas of the school to ensure that the school is maintained to a high standard of cleanliness.

Accountabilities:

- Clean designated areas, working to a time allocation, of the school using appropriate tools and materials including cloths, detergents, mop, brush, duster, vacuum and floor cleaner as required to ensure a high standard of cleanliness and hygiene is maintained
- Empty litter, external and recycling bins and dispose of waste accordingly
- Top up consumables as and when required
- Move furniture and equipment if required for cleaning, with assistance from a colleague where necessary, to enable cleaning to all areas
- Inform the school Office Manager of matters that require attention/replacement
- Ensure that doors and windows are secure and lights are turned off
- During school holidays undertake a deep clean of areas

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.