



Job Description

Post Holder:

Post Title: Cleaner

Pay Band: 1

Accountable to: Site Manager

Key Accountabilities

- To actively promote the wellbeing of children through adherence to all safeguarding policies, practices and procedures
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

Job Purpose

To participate in the provision and maintenance of an effective and efficient cleaning service in specified areas of the School's premises. Routine duties may vary between term time and School closures and to cover for absent colleagues.

Main Duties and Responsibilities

- Emptying bins and removing waste to a designated area; mopping; sweeping; spray cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning. Also, as required and following appropriate training, machine scrubbing and drying; buffing; suction cleaning.
- Specialist cleaning tasks which may include carpet cleaning, upholstery cleaning, removal of stains, chewing gum and graffiti etc, stripping and dressing/sealing floors, de-scaling sanitary appliances.
- Operating/using domestic and industrial cleaning equipment and materials following appropriate training.
- Keeping equipment and storage areas in a clean and safe condition.
- Replenishing hygiene requisites as appropriate.
- Informing senior staff or other designated person of faults, damage and vandalism or any issue that may restrict the cleaning process.
- Securing/closing internal doors and windows as appropriate.

Whilst the job description above endeavours to provide a clear outline of the duties of the post holder, additional appropriate responsibilities which may be determined in light of the needs of the school and at the discretion of the Headteacher.



COTTAGE GROVE
PRIMARY SCHOOL
& NURSERY

Job Description

The job description will be reviewed annually to reflect or anticipate changes in the job requirements in response to the needs of the school.

This job description should be considered alongside the most recent School Teachers' Pay and Conditions Document.

I have read and understood my roles and responsibilities within my job description:

Signed _____

Name _____

Date _____