



Southcott Lower School



JOB DESCRIPTION

JOB TITLE: Cleaner

REPORTS TO: Headteacher and Site Agent

SALARY RANGE: NJC (point range 3) £24,796 (FTE)

PURPOSE: To maintain school premises to the required standard of cleanliness; required to clean all rooms, toilets, cloakrooms, staircases, corridors, halls and all other areas in use.

MAIN RESPONSIBILITIES

1. To carry out cleaning work to the required standard and as instructed by the Site Agent.
2. To report to the Site Agent, matters that are likely to affect their work or other matters they consider that they should be aware of.
3. To use cleaning materials appropriately and economically; to inform Site Agent when stocks are low.
4. To ensure that tools and equipment are in good working order, reporting any faults to the Site Agent.
5. To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
6. To undertake any non-routine cleaning tasks as instructed by Site Agent. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
7. To work to Council guidelines at all times particularly in relation to health and safety policy.
8. To attend all essential health and safety training courses as determined by the management of the school and/or the Council.
9. To attend staff training, participate in performance management arrangements and undertake training and development activities.
10. Follow the school's guidelines, policies and procedures at all times particularly in relation to safeguarding and health and safety.
11. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
12. To undertake tasks of a similar nature and level, as directed by the Headteacher.