

Kenninghall Primary School  
Job Description

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| <b>Name:</b>                     |   |
| <b>Job Title:</b>                | Cleaner   |
| <b>Salary range / job grade:</b> | NJC Point 2   |
| <b>Responsible to:</b>           | Caretaker   |
| <b>Responsible for:</b>          | To provide professional cleaning to the school premises |
| <b>Effective Date:</b>           |   |

| <b>Role and Context</b>             |   |
|-------------------------------------|---|
| <b>Purpose:</b>                     | Under the direction of the Caretaker to carry out given duties appropriately and maintain a high cleaning standard throughout the premises.   |
| <b>Duties and Responsibilities:</b> | <p>To clean classrooms, staff and pupils' toilets, staff room and kitchen area, corridors, reception area and school offices and any other area as directed by the site manager to a high standard, using mops, anti - bacterial sprays and multi surface cleaners, vacuum cleaner, dusters and high reach feather dusters.</p> <p>To replenish sanitary materials (toilet paper, paper towels and soap).</p> <p>To periodically clean the storerooms in the designated areas.</p> <p>To ensure the cleaning equipment is kept in a clean and working order.</p> <p>Works closely with the rest of the cleaning and site team</p> <p>To ensure compliance with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974.</p> <p>To be responsible for and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.).</p> <p>To report any problems to the Caretaker.</p> |
| <b>General Duties:</b>              | <ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.</li> <li>• To be a trained first aider and fire marshal</li> <li>• To maintain Staff and Pupil confidentiality</li> <li>• To undertake training as appropriate</li> <li>• To participate in the performance management programme</li> </ul>  |

**General Information and review:**

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Signature:****Date:**

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