



Palfrey Infant School



Palfrey Infant School

JOB DESCRIPTION

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| JOB TITLE: Cleaner _____ | | JOB NO C0203C_____ | |
| SERVICE AREA Schools_____ | | SECTION Education Support _____ | |
| LOCATION _____ | | GRADE G2_____ | |
| SCP's 002 - 04_____ | | | |
| PURPOSE OF JOB: | | | |
| To clean schools and other premises | | | |
| RESPONSIBILITY LINKS | | | |
| Reports to: Site Manager | | | |
| Responsible over: N/A | | | |
| SPECIAL CONDITIONS: | | | |
| MAIN ACTIVITIES: | | | |
| <ul style="list-style-type: none"> • Cleaning of premises (including toilets, classrooms, offices, etc.), furnishings and equipment to include vacuuming, deep cleaning, sweeping, washing, polishing, dusting and emptying of litter bins together with the operation of powered equipment where necessary to ensure that recognised standards are maintained • Provide cleaning of all accessible floors, internal windows, walls, partitions, ceilings, fixtures and fittings as directed by the Site Manager or School Business Manager • The collection of rubbish and debris from the buildings and replenishing materials in toilet and amenity blocks required to maintain the necessary standard of hygiene • Use cleaning materials economically and accept responsibility for cleaning equipment and ensuring its safe usage and storage, and for washing pads, dusters, mops and floor cloths issued to them • Reporting to the Site Manager or School Business Manager anything which they consider should be brought to his/her notice • Complete and sign timesheets and attendance registers and other records as required • To attend training courses as considered necessary by the Site Manager or School Business Manager • To understand and comply with the general requirements of the Health and Safety at Work Act 1974 • Any other appropriate work as required by the Site Manager or School Business Manager • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all | | | |
| DATE PREPARED: 2026 | | | |

