

## **JOB DESCRIPTION**

### **SCHOOL CLEANER**

**REPORTS TO:** Site Manager/Head Teacher

**ACCOUNTABLE TO:** Site Manger/Head Teacher

**SUPERVISES:** NIL

**GRADE OF POST:** Grade Scale 1 point 1 Pro-rata salary £4,673 (FTE £20,103)

**PURPOSE OF THE JOB:** To provide a cleaning service for St Andrew's C of E Primary School. Duties may include working in all types of rooms, including offices, classrooms, halls, corridors and toilets.

#### **MAIN RESPONSIBILITIES AND TASKS:**

The normal duties of the post holder will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the Premises Manager (this will vary from time to time), adhering to the hours allocated.
2. To use cleaning materials as instructed by the Site Manager.
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers.
4. To carry out such other reasonable duties as directed by the Head Teacher commensurate with the general level of responsibility of the post.
5. Duties to include the following:
  - Vacuum cleaning hard and soft floors
  - Spot cleaning of spillages
  - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
  - Emptying and cleaning bins
  - Cleaning toilets including sanitary fittings and surrounds
  - Mopping and spray cleaning hard floor surfaces
  - Wiping and polishing and straightening furniture
  - Replenishing janitorial supplies in toilets, etc
  - Checking and closing windows, switching off lights after work
  - Such other duties as may be allocated from time to time
  - All defects/hazards must be immediately reported to the Site Manager or Head Teacher

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.