

SCHOOL: Broadclyst Community Primary School

POST TITLE: Cleaner

RESPONSIBLE TO: Facilities Manager

POST GRADING: £7.50 per hour

- (i) This job description is not a comprehensive definition of the post. Discussions will take place between the Headteacher and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
- (ii) In drawing up this job description the Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Headteacher will consult you as appropriate during any review of these duties.

JOB PURPOSE

To carry out cleaning and associated duties.

MAIN RESPONSIBILITIES AND TASKS

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

- To be responsible for cleaning certain parts of the school site as allocated by the facilities manager (this may vary from time to time).
- To use cleaning materials as instructed by the facilities manager.
- To vacuum all carpeted areas and to wash or mop wet/tiled areas of the designated areas (machine clean where practicable).
- To sweep all the uncarpeted floors thoroughly.
- To empty and clean bins and remove waste to designated areas.
- The leaning of spillages, including bodily fluids.
- To regularly clean toilets, toilet areas and the replenishment of toiletries etc.
- To cleanse hand basins in all toilets and sinks in other rooms.
- To wash off dirty marks on walls, tiling and mirrors.
- To clean internal glass, internal and external door glass.

- To carry out periodic cleaning of all internal surfaces to recommended maximum heights.
- To periodically clean internal and external windows at ground level to the recommended maximum height.
- Carry out such other duties as may be allocated from time to time.
- Report all defects/hazards immediately to the Facilities Manager.

SIGNED:**EXECUTIVE HEADTEACHER**

SIGNED:**CLEANER**

DATED: