

**KINGS OAK PRIMARY SCHOOL
JOB DESCRIPTION**



JOB TITLE: Cleaner
GRADE: Level 1A point 7
RESPONSIBLE TO: Site Manager

JOB PURPOSE:

To be responsible to the Site Manager for the general upkeep and cleaning of the school premises and to provide a safe, secure, clean and warm environment for all site users and visitors, and one that is conducive to learning and well-being. This requires flexibility to changing demands of the post.

To take pride in a job well done and committed to achieving high standards of cleanliness and hygiene by being punctual and reliable.

Main responsibilities:

- To ensure that cleaning is carried out to the high standard required and frequency set out and that procedures are adhered to. If in doubt you will ask for assistance or guidance from your line manager
- To report to the Site Manager or his/her authorised deputy, matters that are likely to affect their work or other matters they consider that they should be aware of.
- To use cleaning materials appropriately and economically; to inform Site Manager when stocks are low.
- To use only approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulation. Chemicals should never be mixed with other chemicals.
- To ensure that tools and equipment are in good working order, reporting any faults to the Site Manager.
- To empty and clean waste bins and remove waste to designated area, including the separation of waste, ie. recycling.
- To clean internal glass and doors.
- To ensure windows and lights are turned off where practicable.
- To report any defects seen which are likely to affect security eg broken/cracked window.
- To use electrical and mechanical equipment after appropriate training.
- To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.

- To undertake any non-routine cleaning tasks as instructed by Site Manager or authorised deputy. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period. It is expected that work will be during the last 2 weeks of the summer holidays.
- To work to Borough Council guidelines at all times particularly in relation to health and safety policy and to be aware of the responsibilities for Health and Safety of themselves and others.
- To attend all essential health and safety training courses as determined by the management of the school and/or the Borough Council.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

Job descriptions may be revised at the end of the academic year or earlier if necessary. In addition they may be amended after consultation with the successful candidate.

Signed.....

Print Name.....

Date.....