

ST GILBERT'S CHURCH OF ENGLAND PRIMARY SCHOOL



JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE: Cleaner

GRADE: Point 1 (formerly Grade 2 point 3)

RESPONSIBLE TO: Site Officer/School Business Manager

PURPOSE OF JOB:

- To provide an on site cleaning service for a specified area, undertaking cleaning tasks set out in a local schedule of work.

MAIN RESPONSIBILITIES, TASKS & DUTIES:

- To be responsible for the cleaning of a specified area in accordance with the Academy's current specification to achieve high standards.
- To report to the immediate supervisor (or other designated person) any problems relating to cleaning equipment and materials.
- To be a key holder for the school premises where it is considered necessary by the Headteacher.
- To safely store cleaning materials and equipment
- To carry out wet work duties at the end of the day

CREATIVITY AND INNOVATION

- Work carried out within procedures presenting little opportunity for creativity within the clearly defined role. Queries of a complex nature may be referred to a line manager.
- Impact on the cleanliness within the school, which can be easily identified and quickly remedied
- Work may be carried out in different order but does not affect the programme of work.
- Physical effort necessary to carry out cleaning role, bending, manual handling, pushing e.g. use of buffer
- Some lone working may be necessary. Possible exposure to human waste and/or bodily fluids. Exposure to normal levels of dust found within a school environment

KNOWLEDGE AND SKILLS

- Post holder will be working with cleaning materials and equipment.
- The post holder should have an understanding of Health and Safety.
- Safe working methods to be used in accordance with COSHH assessments for hazardous substances.
- The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.