

Chester le Street CE Primary School

Job Description

Post Title: Cleaner – 10 hours per week
Responsible to: School Business Manager

AREAS OF RESPONSIBILITY

Working within a team of cleaners responsible for the fabric of the school. Whilst there is a division of labour, it is expected that each team member will be prepared to discharge the duties of other colleagues as and when deemed necessary by the Head teacher or Line Manager.

CLEANING DUTIES

Cleaning designated areas of the school in accordance with Durham County Council cleaning specifications and ensuring these are maintained in a clean and hygienic condition, on a daily, weekly, or monthly basis as instructed by the school business manager. This area may be changed, dependant on the needs of the school.

Cleaning Duties include:

- Ensuring all waste bins are emptied and refuse is removed and taken to the designated disposal point in order to ensure the site is clean and tidy and meets with health and safety requirements.
- Cleaning all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
- Cleaning all sanitary fixtures and fittings in the toilets, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the Line Manager.
- Carrying out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Cleaning all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/pupils is maintained.
- Keeping appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.
- Reporting faulty equipment, machinery etc to the Line Manager.
- Checking windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- Assisting in the whole school clean during school closure as per the school cleaning programme.
- Attending any training courses relevant to the post, ensuring continuing, personal and professional development.
- Presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Undertaking any other duties that are commensurate with the post as directed by the school business manager

PROTECTIVE CLOTHING

Clothing provided by the school (i.e. overalls, rubber gloves etc.) must be worn for protection. The laundering and repair of these items is the postholder's responsibility.

