



Norton St Nicholas CofE (VA) Primary School



Job Description – Cleaner

Reports to: Site Manager and School Business Manager

Main purpose:

To be responsible for the day-to-day cleaning of the school under the direction of the site manager. Daily duties will be allocated.

Key responsibilities:

The responsibilities listed are not intended to be an exhaustive list, but act as a helpful overview of the key responsibilities.

General:

- To positively promote the ethos and objectives of the school as a welcoming and inclusive community in all contacts with students, parents/carers, colleagues, governors, members of the public and outside agencies.

Cleaning:

- Undertake the daily and periodic cleaning of designated areas, including classrooms, offices, reception areas, school halls, stairways etc, in accordance with specifications.
- Check, on a regular basis, that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the school and replenish these as necessary.
- Collect and dispose of waste.
- Carry out emergency cleaning measures, which may arise from spillages and sickness on the part of the pupils, and the following: storms, floods, break-ins and vandalism.
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
- Report any maintenance concerns to the site manager.

Physical Effort:

- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.

Professional development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve overall performance and to meet requirements for health and safety testing.

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

This job description will be reviewed at least annually as part of your performance management programme. The School Business Manager will conduct your Performance Management.

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may, after consultation with the post holder, vary the duties from time to time without changing their character or the level of responsibility involved.