



Beech Hill School

Job Description

Cleaner



Reports to:	Caretaker, Site Manager and Head Teacher
Accountable to:	Head Teacher
Supervises:	none
Grade of Post:	Scale 1c, point 3
Hours:	10 per week, term time only plus 10 days during holiday 3:00 pm to 5:00pm, Monday to Friday

Main Purpose of the role

To provide a cleaning service for Beech Hill school. To undertake, individually or as part of a team, the cleaning of a designated areas and ensure they are kept in a clean and hygienic condition.

Main responsibilities and tasks:

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

1. To be responsible for cleaning certain parts of the school site as allocated by the Caretaker and Site Manager (this will vary from time to time).
2. To use cleaning materials as instructed by the Caretaker and Site Manager.
3. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers.
4. Duties to include the following:
 - Vacuum cleaning hard and soft floors
 - Spot cleaning of spillages
 - Wiping furniture, walls, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
 - Replenishing janitorial supplies in toilets, etc
 - Litter picking
 - Cleaning windows (inside and out)
 - Checking and closing windows, switching off lights after work
 - Such other duties as may be allocated from time to time
 - Cleaning sinks and tiles
 - All defects/hazards must be immediately reported to the Site Manager or Headteacher

You will maintain Health and Safety procedures at all times.

You will:

- Ensure security of the building i.e. check windows and doors are closed/locked.
- Report any faults to electrical cleaning equipment, do not use until fault is repaired.
- Ensure correct policy and procedures are maintained including Health and Safety COSHH, Manual Handling etc.
- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
- Ensure uniform issued is worn at all times, including tabbards, safety shoes and rubber gloves.
- Display wet floor signs when cleaning floors.

You will be an effective part of the school team.

You will:

- Work as part of a multi-disciplinary team.
- Participate in training sessions as required.
- Maintain and uphold all school policies and procedures.

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.

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

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

I have read and understand my role and responsibilities in relation to the duties set out above.

Signed:.....

Print Name:.....

Date:.....