

Job Description

Job Title	Cleaner	School	Brook Primary School
Post Number			
Grade	1	Salary	£22,366.00 (Pro Rata) £11.59 an hour

Reports To	Site Manager
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Purpose of the Job

Cleaners are responsible for a wide range of cleaning duties and responsibilities, and ensuring that areas of work allocated are cleaned

Main Activities

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to staff or pupils.
- Locking and unlocking windows and doors as directed.
- Undertaking training in use of methods, materials and equipment as instigated by your Supervisor.
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to staff and pupils. Compliance with the Health & Safety practices of the School.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely and safely stored when not in use.
- Emptying vacuum cleaners and buffer vacuum bags at the end of **each** session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.
- Ensuring mops, cloths etc., are washed and left to dry as appropriate at the end of each cleaning session.

- Reporting any defective electrical sockets, lighting, vandalism etc., in your cleaning area immediately to your Supervisor.
- Ensuring Supervisor is aware of low stock levels of materials and equipment for which you are responsible
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
- Any other related duties, as directed by your Supervisor.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of your job role safeguarding must always be a priority, working within the school's policies and procedures.

Special Conditions	This post is subject to the DBS checking process
Car Allowance	Mileage / N/A
Prepared By (Section/Mgr)	Victoria Baker
Review Date	01/06/2024

Print Name:	
Signature:	
Date:	