

Hamp Nursery and Infants School



Job Description: Cleaner

Name:

Grade:

Hours per Week:

Contract Type:

Reports to: Caretaker & School Business Manager

Main Purpose of Job

To ensure the designated area is cleaned to the appropriate specification as directed by the school, bearing in mind any health and safety requirements; in order to create a healthy and safe environment for the education of children.

Main Responsibilities and Duties

Support for the school:

- Be aware of and comply with the procedures and legislation relating to child protection and safeguarding;
- Health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Contribute to the overall ethos/work/aims of the school;

Contribution to the site staff team:

- Tidy, leaving furniture and rooms ready for use
- Empty waste bins and dispose of collected waste safely and in the appropriate manner
- Wash, clean and polish floors using the appropriate tools, machines, cleaning agents and work schedules
- Clean surfaces in teaching, circulation, admin and other areas as directed using the appropriate tools, machines, cleaning agents and work schedules
- Wash and clean toilets and washrooms with appropriate tools, disinfecting cleaning agents and work schedules
- Clean/dust furniture, fixtures and fittings in a careful and thorough manner
- Carry out any other cleaning duties that the school may reasonably require
- Maintain the cleaning storage area in a clean, tidy and safe condition
- Observe the requirements of COSHH and Health and Safety at all times
- Maintain records of equipment and materials as required by school and COSHH regulations
- Report equipment faults to the appropriate person in the school as soon as possible
- Operate a safe working environment for people still in the building (eg display appropriate safety signs, avoid trailing leads etc)
- Occasional locking up duties giving due regard to site safety and security
- To operate a range of cleaning machines up to a possible value of £2500.

Supporting Processes

Problem Solving and Creativity:

- Work to strict deadlines within well known routines.
- Under the guidance of the caretaker consider priorities within the daily/weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure that the highest quality of cleaning is achieved and maintained.

Decision Making:

- Prioritise areas for extra cleaning if required

Physical Effort and Working Environment:

- Continuously on feet, physical work using potentially hazardous cleaning agents. At times working in wet/sanitary areas where unpleasant odours and soilage may be present.
- Use of noisy cleaning machinery.
- Periodic moving of furniture in classrooms and other areas.
- Occasional lone working.

Contacts and Relationships:

- Maintain friendly interactions with all users who may be around during working hours.

Additional Information

- Total confidentiality is required. Information about the children or adults at the school must never be passed on at any time.
- Where a child may be at risk this information must be passed on to the Headteacher so they can take appropriate action.

Knowledge, Skills and Experience:

- Basic level of education, dexterous, pleasant and courteous personality.
- Knowledge of the procedures required for the job.
- Awareness of the health and safety requirements including COSHH.
- Awareness of correct manual handling procedures.
- Willingness to receive any training provided.

It is agreed that this Job Description is a fair and accurate statement of the requirements of the job:

Job holder:.....Date:.....

Headteacher:.....Date:.....