



Roots to
grow



Wings to
fly



St Cuthbert's C of E Junior School

POST TITLE: Cleaner

RESPONSIBLE TO: Headteacher

This job description is not a comprehensive definition of the post. Discussions will take place between the Headteacher and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.

JOB PURPOSE: To carry out cleaning and associated duties.

MAIN RESPONSIBILITIES AND TASKS The normal duties of the post holder will usually include the following:

- To be responsible for cleaning certain parts of the school site as allocated by the Caretaker (this may vary from time to time).
- To use cleaning materials as instructed by the Caretaker.
- To vacuum all carpeted areas and to wash or mop wet/tiled areas of the classrooms and toilets in designated areas (machine clean where practicable).
- To sweep & vacuum all the uncarpeted floors thoroughly.
- To empty and clean bins and remove waste to designated areas.
- To spot cleaning of spillages.
- To dust/wash carefully with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
- To clean toilets daily, toilet areas and the regularly replenish toiletries etc.
- To cleanse hand basins in all toilets and sinks in other rooms.
- To wash off dirty marks on walls, tiling and mirrors.
- To clean internal glass, internal and external door glass.
- To routinely clean lamp shades and light diffusers (strip lights).
- To carry out periodic cleaning of all internal surfaces to recommended maximum heights.
- To periodically clean internal and external windows at ground level to the recommended maximum height.
- Checking and closing windows, switching off lights after work.
- Carry out such other duties as may be allocated from time to time.
- Report all defects/hazards immediately to the Caretaker.

SIGNED: HEADTEACHER

SIGNED: CLEANER

DATED: