



Cam Woodfield Junior School

Job Description

Position :	Cleaner
Name:	
Relationships:	<p>The post holder is responsible to:</p> <ul style="list-style-type: none"> • Caretaker • School Business Manager • The Headteacher <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.</p>
Hours/days worked:	20 hours per week – 39 weeks per year

Purpose / Overall Objective
<ol style="list-style-type: none"> 1. To assist in the maintenance of a clean, safe and secure learning environment for pupils as directed, working cooperatively and safely with other cleaning staff as required 2. To work outside normal school hours as directed during term time, at various times during holiday periods, and may be required to respond to emergency situations in a flexible manner.
Key Tasks
<p>Main Duties and Responsibilities</p> <p>To undertake term-time cleaning duties, using the prescribed methods and frequencies in line with the requirements of the cleaning specification, including</p> <ul style="list-style-type: none"> • Emptying waste bins in appropriate sacks, transporting waste material to designated collection points and dealing with potentially hazardous/infectious material in accordance with agreed safe working practices • Sweeping floors with brushed or dust control mops • Mopping floors with wet or damp mops • Suction cleaning carpeted areas and “spot” cleaning carpets • Dusting, damp wiping, washing or polishing furniture, ledged, window sills and external surfaces of cupboards, radiators, shelves and fitments as directed • Moving light furniture and equipment as required • Cleaning spillages of materials and removing resistant stains in accordance with agreed safe working practices • Replenishing consumable items (soap, toilet rolls, paper towels) as necessary • Cleaning mirrors and glass panes in doors • Cleaning toilets, urinals, hand basins and sinks to the required standard • Carrying out any other reasonable duties arising during the school day <p>To undertake additional cleaning duties during holiday periods, at an agreed frequency, including</p> <ul style="list-style-type: none"> • Washing and disinfecting wastepaper bins • Wall washing or inside window pane cleaning to a height no greater than body height plus an arm’s extension from floor level • Cleaning behind moveable furniture • Washing paintwork <p>To ensure security and safe storage of school equipment, reporting irregularities as appropriate, including</p> <ul style="list-style-type: none"> • Collecting and returning cupboard and room keys as necessary, and ensuring doors are re-locked as



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required

- Checking to ensure doors and windows are secured
- Cleaning all equipment when finished with
- Notifying Caretaker of breakages and other safety hazards
- Informing Caretaker when supplies of cleaning materials need replenishing

Other

- Will be required to work in any part of the establishment using safe working practices at all times.
- Duties may vary from time to time, for example to allow for School events.
- To comply with the requirements of the Health & Safety at Work Regulations.
- To take reasonable care for the Health and Safety of self and for others affected by the work and to co-operate with the employer in ensuring that Health & Safety responsibilities are carried out.

Development

- To undertake training as required and agreed with the School Business Manager
- Participate in the Performance Review Cycle

Additional Duties

- To have due regard for safeguarding and promoting the welfare of children and to follow child protection procedures
- To know and implement school policies
- To maintain the confidentiality of all the School's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- To contribute to the school ethos by helping to maintain good order, appearance and discipline of all students within and beyond the classroom.
- To participate in meetings with colleagues relative to the post.
- Undertake other tasks as reasonably requested by the Headteacher or School Business Manager

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by:	Revision Number
Approved by:	Revision Date ___/___/___

Signed:

Signed: Headteacher

Date: