

JOB DESCRIPTION - Cleaner

Brighstone CE Aided Primary School

REPORTS TO: School Caretaker / Headteacher / Safeguarding Lead

ACCOUNTABLE TO: Headteacher

SUPERVISES: None – but may be required to induct a new cleaning operative

PURPOSE OF THE JOB: To provide a cleaning service for a Brighstone CE Aided Primary School. Duties may include working in all types of rooms, including offices, classrooms, showers, halls, corridors, staff areas and toilets.

MAIN RESPONSIBILITIES AND TASKS:

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

1. To be responsible for cleaning the school site as allocated by the caretaker and other cleaner.
2. To use cleaning materials as instructed by the caretaker and other cleaner.
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, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins and taking rubbish to designated collection point
 - Cleaning toilets including sanitary fittings, urinals, hand basins, sinks and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
 - Replenishing janitorial supplies in toilets, soap, paper towels, toilet rolls etc
 - Ordering new janitorial supplies with the school office
 - Checking and closing windows and switching off lights after work
 - To maintain confidentiality and observe data protection, single equalities and associated guidelines where appropriate
 - Locking the school at the end of the session
 - Such other duties as may be allocated from time to time
 - All defects/hazards must be immediately reported to the Caretaker or Headteacher

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.

SUPPORTING THE SCHOOL

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.

- Attend and contribute to staff meetings and Development Days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Brighstone Church of England Primary School and the Isle of Wight Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

We are an equal opportunities employer and welcomes applicants from all sections of the community.

Post Holder:

Signed.....

Date.....

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