



MARKEATON PRIMARY SCHOOL
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Headteacher: Mr. I. Johnson (Hons) NPQH

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JOB DESCRIPTION

CLEANER

RESPONSIBLE TO: Cleaning Supervisor
 Site Manager
 School Business Manager
 Headteacher

MAIN DUTIES AND RESPONSIBILITIES

Cleaners are required to undertake the following duties, as directed by the Site Manager, to maintain a high standard of cleanliness within the school buildings:

- a) Emptying waste bins and recycling bins.
- b) Sweeping floors with brushes or impregnated mop-sweepers.
- c) Mopping with wet or damp mops (using the associated equipment).
N.B. Toilets are to be mopped daily, other areas as circumstances permit.
- d) Vacuuming carpeted areas and to "spot clean" carpets or use specified shampooing equipment as and when required.
- e) To use electrically powered scrubbing and polishing machines to scrub, polish and buff floors. N.B. After receiving proper instruction from Site Manager.
- f) To dust, wipe, wash and polish as necessary - furniture, ledges, window sills, cupboards, radiators, shelves and fittings.
- g) To replenish consumable items (soap, toilet rolls, paper towels).
- h) To clean toilets, urinals, hand basins and sinks.
- i) To use such chemical agents as directed by the Site Manager in the discharge of cleaning operations or maintenance procedures.
Adhering to COSHH safety information and general Health & Safety regulations.
COSHH information and a Health & Safety handbook for cleaners are available in the Caretaking cupboard.
- j) To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level.
- k) To store allocated equipment and materials safely and securely.
- l) To complete any appropriate records/documentation required.

Cleaners are to report to the Cleaning Supervisor any factors that are likely to affect his/her work, or which they consider the Site Manager should be aware of.

Cleaners are not required to carry out any duties connected with:

1. The security of the premises.
2. Carrying anything other than items of cleaning equipment such as vacuum cleaners, buckets of solution, etc.
3. Maintaining/operating heating plant.
4. Cleaning whereby it is necessary to use step ladders/ladders.
5. Cleaning office machinery/equipment.
6. Cleaning teaching aids, models or displays.
7. The washing/cleaning of crockery, glasses, etc. used by teaching/non-teaching staff.
8. Cleaning of interior cupboards.

The location of cleaning areas may need to be changed to meet the needs of the school in special circumstances. Cleaners can be required to work alone or in teams, according to circumstances. Cleaners are not necessarily appointed to a specific location within the school.

Cleaners may occasionally have to demonstrate duties to new, inexperienced or temporary staff.

The work is subject to supervisory checks.

Training will occasionally take place on INSET days.

Markeaton Primary School is committed to safeguarding children and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

QUALITIES REQUIRED

This job requires the jobholder to use a modest level of pushing/pulling effort for a very large proportion of the total working time. Applied physical effort is also needed at a considerable level for a small but distinct proportion of the total working time.

There may be elements of working in awkward positions such as bending, crouching, kneeling, or working in a constant position.

Occasional work in conditions that may be unpleasant, including cleaning up excrement or vomit.

Working to deadlines is a feature of this job, requiring the jobholder and/or his/her team to complete a task or series of tasks by a pre-set time.

Working as a team during the 'deep clean' periods of the year, which will be on certain days during the school holidays which are agreed prior to each holiday. Occasional deep cleans may be necessary during term time, if circumstances dictate.