St Giles CE Primary School
Job Description

'Bringing out the best in every child'

SCHOOL CLEANER

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.

Job Purpose

To maintain the school premises to a very high standard of cleanliness, sanitation and hygiene, ensuring a safe and welcoming environment for pupils, staff and visitors. This includes performing daily and weekly cleaning duties in accordance with the cleaning specification and work schedule, whilst liaising with the Premises Officer and school office staff.

Areas of Responsibility & Key Tasks

The general duties attached to this post are as follows:

- Work as part of a team to present the school in a clean, hygienic and welcoming environment.
- Complete daily and weekly cleaning routines and maintain all relevant records relating to designated cleaning duties.
- Have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance, punctuality and role.

a) Cleaning

- Undertake cleaning duties to ensure that the high standards of cleanliness and hygiene are maintained in accordance with the cleaning specification and allocated work schedule. Areas to be cleaned will include toilets, classrooms, group rooms, corridors, offices, library, staffroom and hall.
- Move classroom tables and chairs, and other movable furniture as required, enabling cleaning duties to be carried out thoroughly.
- Work safely by using the correct personal protective equipment (PPE), cleaning materials, tools, and equipment for each task. Ensure all items are used and stored in accordance with school health and safety procedures and, where applicable, the manufacturer's instructions.
- Take responsibility to report any hazards or health and safety issues in line with school procedures.
- Attend ongoing training within normal working hours, on safeguarding, cleaning practice, Health & Safety issues, use of equipment, etc.
- Report to the Premises Officer and/or office staff when cleaning supplies are low to assist with ordering.

b) Security

- If a room is unoccupied, ensure that windows and doors are closed, and lights turned off as cleaning tasks are completed.
- Ensure adequate security of buildings and premises at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.