

JOB DESCRIPTION

Job Title:	Cleaner
Grade/Salary:	Grade 1, Points 3-4 (£10.79 per hour)
Status:	11 hours per week – permanent (Term time only - 39 weeks per year)
Job Location:	Bernard Gilpin Primary School
Responsible to:	Headteacher

Purpose of Job:

To work as part of a team to maintain a high standard of hygiene and cleanliness throughout the school. To act at all times in accordance within the ethos and virtues of the school.

Main duties and responsibilities:

- To be responsible for cleaning certain parts of the school site as directed by the line manager (this will vary from time to time)
- Plan and organise own workload and complete within set timescale
- Use cleaning materials as instructed by the line manager
- Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers
- Carry out the following duties:
 - Vacuuming cleaning hard and soft floors
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors etc and polishing glass
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Replenishing janitorial supplies in toilets etc
 - Reporting defects/hazards immediately to the line manager/office

Health and Safety Requirements

- Reporting defects/hazards immediately to the line manager
- Carry out cleaning tasks without constant supervision
- Ensure correct policy and procedures are maintained including Health & Safety COSHH, Manual handling etc
- Only use authorised cleaning materials, ensure correct dilution and use only for the purpose intended
- Ensure PPE is worn at all times, including tabards.
- Display wet floor signs when cleaning floors.

Statutory requirements

- **The successful applicant will undergo an enhanced disclosure from the Disclosure and Barring Service prior to commencement of employment**
- The postholder must act in compliance with the GDPR principles in respecting privacy of personal information held by the Council and school
- The postholder must comply with the principles of the Freedom of Information Act in relation to the management of school records and information
- The postholder must carry out their duties with full regard to the Council and school's Equal Opportunities Policy, Code of Conduct, Child Protection Policy, and all other relevant policies
- The postholder must comply with the Council's Health and Safety rules and regulations and with Health and Safety policies within school

