

Astley School Cleaner Job Description



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

Job Title: Cleaner

Hours: 6 hours weekly, term time only.

Salary: Scale 1 Spinal Point 6 £8.50 per hour

Reporting To: Cleaner-in-Charge and the Headteacher

Main Purposes of Role:

- To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it.
- To maintain cleanliness in order to prevent any health risks from occurring.

Key Accountabilities:

- To clean specified areas of the school to the required standard, as instructed:
 - Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
 - Cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
 - Sweeping and vacuuming floors;
 - Polishing and dusting surfaces and furniture;
 - Cleaning toilets and sink areas;
 - Using and storing safely cleaning materials as appropriate, in accordance with their instructions.
 - To launder dusters, tea towels etc., if required.
- To empty bins and remove rubbish from the premises.
- To report any damage to school property or other relevant matters to the Cleaner-in-Charge.
- To undertake relevant seasonal work as instructed by the Cleaner-in-Charge.

General Duties:

- Attend relevant INSET as requested.
- Comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality and data protection.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties (including water and fire alarm testing) commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- Undertake other duties that may be reasonably be assigned by the School

Contacts:

In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive relationships.

Notes:

- This post is subject to a criminal record check under the Disclosure and Barring Service.
- The School reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the Council's Equal Opportunities Policy.

I have read and understand my Job Description

Signed:

Date: