



## **BUSHEY HEATH PRIMARY SCHOOL**

**JOB TITLE: Cleaner**

**Reports to: Caretaker/Headteacher**

**Salary Range: (HB £22,366) actual salary £5,055**

**Hours: 2 Hours per day, 16:00-18:00, term-time only plus 1 week for the summer deep clean**

### **Main purpose**

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

### **Key responsibilities**

1. Undertake cleaning of allocated areas in line with specified standards and as directed.
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
3. Store allocated equipment and materials safely and securely.
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
5. Collect and dispose of waste.
6. Refill and replace soap, towels and other materials.

### **Individuals in this role may also undertake some or all of the following:**

1. Undertake specialised cleaning programmes during school closures or other designated periods.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **Job Context**

- The premises department have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
- The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- Provides straightforward information to supervisor, head teacher, possibly other teaching staff.

### **Knowledge, Skills & Abilities**

- Knowledge and skills equivalent to national qualifications level 1. Knowledge of cleaning processes.
- Manual dexterity in operating cleaning equipment.

### **Supervision**

- Undertakes cleaning tasks under the direction of senior staff and standard work plans, as allocated.
- May demonstrate cleaning duties to new or less experienced staff.

**A vibrant school inspiring children to realise their potential**



### **Problems, Demands & Decisions**

- Follows pre-determined cleaning routines and standards and reports hazards or problems with equipment to senior staff.
- Works to set procedures, interruptions are infrequent.

### **Dimensions**

- No responsibility for financial resources.
- Responsible for the safe use and storing equipment and materials.

### **Physical Effort**

- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.

### **Working Environment**

Work in conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards.