



Manland Primary School Cleaner Job Description

Job title:	Cleaner
Responsible to:	Senior leaders
Days:	5 days a week, term time only (38 weeks a year)
Hours:	3 hours a day (either before school or after school)
Grade:	HB

1. PURPOSE OF YOUR JOB

To undertake cleaning duties at the school

2. MAIN AREAS OF RESPONSIBILITY

a) Cleaning of designated areas to ensure they are kept in a hygienic condition including :

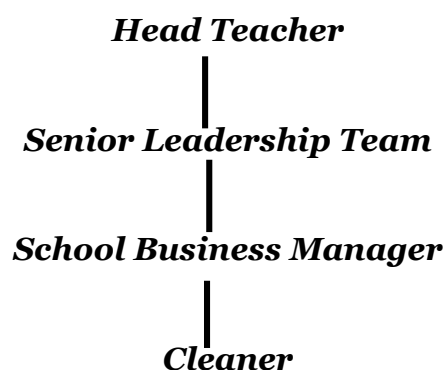
- vacuuming and mopping floors including the use of powered equipment
- cleaning sinks and toilets
- cleaning tables, chairs and contact points
- Dusting and polishing furniture and other surfaces
- Cleaning walls and other paintwork, tiling and mirrors

Designated areas will be classrooms, corridors and girls and boys toilets, however areas may be changed depending on the needs of the school (ground floor and first floor of main building).

Additional cleaning may be agreed between the parties.

b) To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

3. ORGANISATION CHART



4. SUPERVISION

Day to day supervision by caretaker or as necessary.

5. JOB CONTEXT

To undertake cleaning duties in the school.

6. CONTACTS

Caretaker
Teaching staff
Pupils
Parents and other members of the public
Domestic and catering staff

7. KNOWLEDGE, EXPERIENCE AND TRAINING

No specific qualifications required.
Basic understanding of health & safety procedures
COSHH training to be provided.

8. PROBLEMS AND DECISIONS

Problems may arise in connection with powered equipment. I would report any problems to the school business manager. I would also need to be aware of cleaning supplies running low and complete the order book.

9. FINANCE AND RESOURCES

No responsibility for any staff

10. PHYSICAL EFFORT

Continuous lifting throughout the shift e.g. mops and buckets, Hoover
Pushing cleaning equipment.
Bending and stretching to move furniture/other articles, and to mop and Hoover.
Approx. 90% to 100% of the time

11. WORKING ENVIRONMENT

Some exposure to strong cleaning materials. To be used in line with COSHH regulations.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.