Location: Highbury

Pay Grade: HB

**REPORTS TO:** Caretaker/Assistant Caretaker

**ACCOUNTABLE TO:** Headteacher

**THE ROLE:** To provide a cleaning service for the school. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets.

**SALARY:** HB

**MAIN RESPONSIBILITIES AND TASKS:**

The normal duties will usually include the following:

* To be responsible for cleaning certain parts of the school site as allocated by the Caretaker/Assistant Caretaker and following Health & Safety guidelines
* The safe use of chemicals and cleaning materials as instructed by the Caretaker/Assistant Caretaker following Health and Safety guidelines
* To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.
* To maintain all school standards of hygiene and safety of all cleaning equipment and storage of this.
* To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Caretaker/Assistant Caretaker.
* To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Caretaker/Assistant Caretaker.

Specific duties include the following:

* Vacuum cleaning hard and soft floors
* Spot cleaning of spillages
* Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
* Emptying and cleaning bins
* Cleaning toilets including sanitary fittings and surrounds
* Mopping and spray cleaning hard floor surfaces
* Wiping and polishing and straightening furniture
* Replenishing janitorial supplies in toilets, etc
* Checking and closing windows, switching off lights after work
* Such other duties as may be allocated from time to time

Notes: During periods when the school is closed, additional hours may be worked with both parties in agreement, when routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, shampooing carpets, high level dusting, wall washing, etc.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks.*