

ALL SAINTS' CHURCH OF ENGLAND (VA) PRIMARY SCHOOL

JOB DESCRIPTION

Post Title: Cleaner

Responsible to: Site Manager/Headteacher

Purpose of the job:

To assist the Site Manager with the cleaning and care of the school building, furniture, fittings and equipment: to ensure a satisfactory physical environment and to promote the efficient use of the Governors' assets to support the educational objectives of the school.

Main Responsibilities:

1. To carry out cleaning work as allocated.
2. Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Site Manager/School Business Manager/Headteacher.
3. To be aware of the physical condition of the building, furniture and equipment and to report any defects to the Site Manager/School Business Manager/Headteacher.

Job Activities:

1. (a) Assisting the Site Manager to ensure that the school premises and furnishings are cleaned in accordance with the Governors' standards and methods.
(b) Ensuring all cleaning equipment used is in a safe clean working condition.
(c) Emptying of litter bins and ensuring that all areas are free from litter, dirt and rubbish.
2. (a) Attending to such duties appertaining to the premises as may occur from time to time.
(b) Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
(c) Carry out the reasonable instructions of the Site Manager/Headteacher.
(d) During periods of school closures, the cleaning work will include any special tasks that become necessary, including non-routine cleaning.

3. (a) Drawing the attention of the Site Manager/School Business Manager/Headteacher to any repairs or maintenance work.
- (b) Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire Precautions Regulations.

Operational arrangements

This position is worked and paid based on an equated year. Working hours (below) will be during term time only plus two weeks (10 working days) to be worked during the school holidays by arrangement with the Site Manager and Headteacher.

The normal working week will be 11.25 hours per week - Monday to Thursday 3.30-5.45pm and Friday 2.15 - 4.45pm

Post Holder Signature _____ **Date** _____

Headteacher Signature _____
Date _____