



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

## **Melbourn Primary School: Making learning Irresistable**

We are a happy and caring school with a strong sense of community. Learning is at the centre of all we do; we strive to provide a dynamic and inspiring education which appeals to the many interests of the children. We work hard and strive for excellence in our school; our aim is that everyone in our school reaches the highest standards of achievement possible whilst becoming confident and independent.

### **SCHOOL CLEANER**

**RESPONSIBLE TO:** Headteacher / Caretaker

**MAIN ACTIVITIES:**

- To clean designated areas to a high standard.
- To follow cleaning frequency as laid down by the school.
- To ensure correct usage of cleaning materials.
- To use powered equipment as directed by the Caretaker.
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups, and in health and safety and the use of cleaning chemicals.
- To have due regard for the Health and Safety issues.
- To be responsible for reporting any problems relating to Health and Safety to the Caretaker/Headteacher.

**EXPECTATIONS:**

- To attend punctually, according to agreed hours.
- To sign in and out.
- To be appropriately dressed.
- To be flexible in covering overall work load.
- To be willing to undertake varied duties according to the needs of the school, as requested by the Caretaker or Headteacher.
- To rotate within cleaning areas as directed by the Caretaker or Headteacher if necessary.

This job description may be altered at any time, after discussion with you, to meet changed circumstances. It will in any case be reviewed annually. It does not form part of your contract of employment. It sets out the way you are expected and required to perform the duties set out above. This is not a complete or definite list of duties, but a guide as to what should be done.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.