

Hardwick and Cambourne Community Primary School



JOB DESCRIPTION

POST: Cleaner
REPORTS TO: Site Manager/School Caretaker
RESPONSIBLE TO: Co-Headteachers

JOB PURPOSE To carry out cleaning and associated duties.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

MAIN RESPONSIBILITIES AND DUTIES:

The normal duties of the post holder will usually include the following:

- To be responsible for cleaning certain parts of the school site as allocated by site manager or Co-headteachers (these areas may vary from time to time).
- To use cleaning materials as instructed by the site manager.
- To vacuum all carpeted areas and to wash or mop the floors of the cloakrooms and toilets in designated areas
- To empty and clean bins and remove waste to designated areas.
- To spot clean spillages.
- To dust/wash with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
- To clean toilets and toilet areas daily and replenish toiletries etc.
- To cleanse hand basins in all toilets.
- To wash off dirty marks on wall tiling and mirrors.
- To clean internal glass, internal and external door glass.
- Check and close windows, switching off lights after work.
- To clean table tops in classrooms and learning areas, removing pencil marks/glue etc.
- Carry out such other duties as may be allocated from time to time.
- Report all defects/hazards immediately to Caretaker/Site Manager or Headteacher.