



WESTON FAVELL CE PRIMARY SCHOOL

Job Title: Cleaner

Responsible to: Site Manager, Headteacher

OVERALL RESPONSIBILITY

- To assist in making the School a clean, healthy and safe environment for all.

SECTION 1 - DUTIES

- Be responsible for cleaning a designated area(s) of the School.
- Assist with the cleaning of school furniture, e.g. for a Parents Evenings.
- Maintain the stock of cleaning consumables and equipment in a safe and tidy manner.
- Contribute towards the arrangements for securing the premises and ensuring that contents are in place.
- Use all cleaning equipment safely and correctly ensuring adherence to the School's Health and Safety Policy.
- Switch off all unnecessary lights and appliances at the end of cleaning an area –following any special instructions to leave particular equipment on, e.g. for a science investigation. Liaise with the Site Manager regarding equipment left on.
- Provide emergency cleaning, e.g. after a child has been sick.
- Adhere to all aspects of Health and Safety (including heating, safety, fire precautions and site cleanliness) and promptly report any hazards.
- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher.