



## **St White's Primary School**

**Job Description:** Cleaner (Relief)

**Responsible to:** HEAD TEACHER

**Grade:** 1

**Working hours** casual contract - up to 11.25 hours per week (3:15 to 5:30pm daily) term time only

### **Job Purpose**

To stand in as required to cover for staff absence. To work as part of the team of cleaners, ensuring that a high level of cleanliness is maintained throughout the school.

### **Specific duties**

To be responsible for the cleaning of the school building. Duties are split between daily, weekly and holiday tasks. Designated cleaning areas are split between cleaning personnel:

#### **Daily**

- Hoover all classrooms and cloakrooms, corridors, breakout areas.
- Sweep auditorium steps and hoover remainder of the auditorium area.
- Hoover staff room and offices (as required).
- Wash floors in toilets, classrooms, first aid room, mirrors, backs of cisterns, back of toilet door (if required).
- Wash worktops and sink areas in staff room and KS2 kitchen.
- Dust teachers' desks (if possible), smart boards, sides (drawer units).
- Clean classroom glazed areas if required – this may be weekly or holiday periods rather than daily. Please use discretion.
- Clean handrails in auditorium, EYFS stairs and Buckshaft stairs.
- Fill dishwasher and turn on as required.

- Put on washing machine for cleaning cloths.
- Collect rubbish from all areas and take to gymnasium. There is a rota for removing rubbish from the gymnasium to the bin compound: currently two cleaners two days per week each and site supervisor one day per week.

#### Weekly

- Hoover any less used areas at least once a week ie conference room, PPA room, nurture room.
- Wash floors including auditorium, stairs, kitchen etc
- Fill up soap dispensers in classrooms (as required).
- Fill up hand towel and toilet roll dispensers in classrooms, (as required).
- Dust beading in offices, behind television in reception area and door frames.

#### Holiday

**The headteacher will ask all staff to clear all desks prior to the end of term finish.**

- Empty fridges on the last day of term and clean during the holiday period.
- Hoover and wash the gymnasium floor.
- Dust all vents (low level only).
- Wash down skirting boards inside and outside of classroom areas, offices, main reception, kitchen and staffroom.
- Dust smartboards.
- Wipe drawer fronts, tops and sides.
- Wipe ledges/beading.
- Clean tables, chairs and tops of drawers.
- Clean doors, including glass and wiping surround.
- Clean all internal glass.
- Clean staff desks, including dusting of telephones and keyboards.

#### Other

- Using any electrical and mechanical equipment provided, effectively and responsibly.
- Report any defects immediately to either the Site Supervisor or School Business Manager/headteacher. This includes defects to operating equipment as well as damage around the school building.
- Using approved cleaning materials in accordance with manufacturers printed instructions and COSHH regulations. (Chemicals should NEVER be mixed with other chemicals.) (All COSHH records to be held/updated by the Site Supervisor.)
- Work with due regard to personal Health and Safety and that of others.

- No working at heights is permitted for cleaning personnel. Site Supervisor to complete these tasks.
- Wearing sensible, appropriate clothing and any protective equipment where provided, for example shoes which are suitable for the work being carried out – strictly no flip flops/slippers.

## **Hours of work**

The contracted hours are worked over the 38 term time weeks plus 4 additional weeks, which may include INSET days (5) plus 3 additional weeks to be worked during school holidays, providing a 'deep clean' to the school.

The timings and extent of these deep clean activities will be discussed and agreed between the headteacher at the start of each academic year, and revisited throughout the year. Once agreed, these will be communicated to the cleaners in the team.

## **Special Factors**

Subject to the duration of need, the special conditions given below apply:

- a) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- b) Any expenses/overtime will be paid in accordance with the Local Conditions of Service.
- c) This post is subject to an Enhanced DBS check.

Signed .....

Date .....

**This job description sets out the duties and responsibility of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post set out above.**