

# **WINDMILL PRIMARY SCHOOL**

## **JOB DESCRIPTION: SCHOOL CLEANER**

### **PURPOSE OF POST:**

To ensure the designated areas of the school premises are kept in a clean and hygienic condition. The postholder will normally work as part of a team and will be under the direction of the School Business Manager and the School Caretaker.

### **KEY TASKS**

- Cleaning, washing floors and sweeping.
- Emptying of litter bins.
- Polishing and dusting where appropriate.
- Using powered equipment (e.g. vacuum cleaners, polishers) where appropriate.
- To undertake such other duties as may reasonably be requested by the School Caretaker.
- Any other duties which reasonably fall within the purview of the post, which may be allocated by the School Business Manager after consultation with the post holder.

### **NOTE:**

- The designated areas may include toilets, shower areas and first aid rooms
- Duties will vary between term and school closure periods

To act with discretion, never discussing children or staff outside school but referring people to the teaching staff, School Business Manager or Headteacher as appropriate.

To be aware of and comply with policies and procedures relating to behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

All duties must be carried out within the codes of practice of the School Health and Safety Policy.

### **PERSON SPECIFICATION**

#### **Essential**

Willingness to undertake online training  
Willingness to attend annual Safeguarding training  
Reliable and Punctual

#### **Desirable**

Previous cleaning experience

**Signed:** .....

**Signed:** .....

**Headteacher**

**Date:** .....