

Herne Junior School – Job Description



Role: **Cleaner**

Profile: Cleaner (02134)

Grade: A

Reports to: Site Manager

Purpose

To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

Duties

- To carry out a complete range of cleaning tasks throughout the school under the supervision and direction of the School Caretaker/Site Manager. Areas to be cleaned will include, toilets, classrooms, corridors, offices, libraries, computer rooms (ICT), DT/Art rooms.
- To work in a safe manner and to comply with all school safety procedures and report any defects of equipment or fixtures to line manager.
- To clean and remove graffiti and body fluids as required.
- To use various electrical cleaning equipment ranging from; vacuum cleaners, wet floor pick-up vacuums, carpet cleaning extraction machines, floor scrubbing machines, floor buffing/polishing machines. (Training will be provided on use of all equipment.)
- To attend ongoing training within normal working pattern, on cleaning practice, Health & Safety issues, use of equipment and Keeping Children Safe in Education.
- To move classroom tables and chairs and other movable furniture as required to enable cleaning duties to be carried out.
- To ensure that windows are closed, doors closed/locked, and lights turned off in areas as cleaning tasks are completed.

Completing any ad-hoc tasks assigned by the Headteacher, Deputy Headteacher, SENCo, Business Manager or Site Manager in line with the role.