



St. Nicolas C of E Primary School

Navigate – Inspire – Challenge – Succeed

Job Description

Cleaner - Grade 1

Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards

TASKS – OPERATIONAL

Cleaning

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and dispose of waste in appropriate manner
- Clean and maintain waste bins

TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

TASKS – ORGANISATION

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to (a Senior Officer)
- Operate everyday equipment in accordance with instructions

Responsibilities
<ul style="list-style-type: none">• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person• Contribute to the overall ethos/work/aims of the school• Appreciate and support the role of other professionals• Attend relevant meetings as required• Participate in training and other learning activities and performance development as required• Treat all users of the school with courtesy and consideration• Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all• Comply with health and safety policies and procedures at all times• Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times