

Golborne Community Primary School

JOB DESCRIPTION

Post: Cleaner

Job Purpose: Under the direction the Site Manager, to undertake cleaning duties of classrooms and allocated areas.

Responsible To: The Headteacher, Deputy Headteacher, School Business Manager and Site Manager

Salary: Grade 1, 22.5 hours per week, full year, temporary

Purpose of the job:

- Under the direction of senior staff to undertake cleaning duties within allocated areas in line with specified standards
- To operate/use domestic and/or industrial cleaning equipment and materials (following relevant training)
- To undertake basic record keeping as directed
- To refill and replace consumables and to collect and dispose of waste
- To perform duties in line with health and safety regulations (COSHH)
- To handle cleaning materials in line with COSHH regulations
- To report serious hazards to the line manager immediately
- To report faulty equipment and other maintenance requirements to the appropriate person
- To undertake specialist cleaning programmes during school closures or other designated periods
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person

Other specific duties:

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area
- To participate in the staff review and development process.

Health and Safety Training:

- To undertake Health and Safety Training on areas within your remit.