

ST HELEN AUCKLAND PRIMARY SCHOOL

CLEANER – JOB DESCRIPTION

- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.
- To clean all sanitary fixtures and fittings including the lavatories, wash room facilities and showers etc, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/pupils is maintained.
- To use floor scrubbing machines if and when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- To assist in the whole school clean during school closure as per the school cleaning programme involving carpet shampooing, moving equipment and furniture.
- To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- To attend any training courses relevant to the post, ensuring continual personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Maintain accident records as required.
- The Post holder may undertake any other duties that are commensurate with the post.
- Post holder duties may vary between terms and closure periods.
- The post holder has common duties and responsibilities in the areas of:-
Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction