THE HUMBERSTON CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION

Post Title: Cleaner

Salary: NJC02 – FTE £22,366 (£11.59 per hr) pro rata 10 hrs per week Monday – Friday 4.00pm – 6.00pm

**Purpose of the Post**

Undertakes a full range of cleaning duties using domestic and industrial cleaning equipment to ensure all areas of the educational setting are maintained to a specified quality standard.

**Responsibilities**

* Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean.
* Clean all internal surface areas e.g. walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning.
* Empty wastepaper bins and removes waste to a designated area.
* Undertake other cleaning duties e.g. carpet and upholstery valeting, stain, chewing gum and graffiti removal, de-scaling sanitary appliances.
* Undertake routine equipment safety checks, cleaning, maintenance and storage e.g. waste removal and filter cleaning.
* Replenish sanitary and hygiene supplies e.g. soap, hand towels and toilet rolls.
* Report faults, damage, breakages, vandalism, or any issue that may affect or impact on routine education activity.
* Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security.

**Work Environment**

* Work tasks usually remain consistent but may be subject to seasonal, emergency or occasional variation.
* The majority of work is undertaken inside. The post will involve some exposure to disagreeable conditions e.g. toilet cleaning, cleaning up after sickness or accident and maintenance of equipment.
* Work involves very limited and infrequent contact with pupils. The postholder uses various cleaning materials and chemicals in accordance with Health and Safety requirements.

**Physical Demands**

* Walking, bending, stretching and lifting to undertake the cleaning tasks described will form a significant part of the job.

**Method of Working**

* The majority of work will be undertaken outside of classroom hours with little or no contact with pupils.
* The postholder will have occasional direct and indirect contact with teaching and other support staff related to routine aspects of the work.
* All staff at The Humberston Church of England Primary School are expected to work effectively and co-operatively as part of a team, delivering high quality support. The postholder will be required to deal with people politely and tactfully and in accordance with school guidelines, policies and procedures.

**DBS Certificate**

All members of staff at The Humberston Church of England Primary School are required to undertake a Disclosure and Barring Service (DBS) check.