

# STOW HEATH PRIMARY SCHOOL

## JOB DESCRIPTION – CLEANER

EMPLOYED BY:	The School Governing Body
RESPONSIBLE TO:	The Headteacher with day to day management by the Site Manager
AREAS OF WORK:	Classrooms/teaching areas, corridors, halls, entrances, offices, staffrooms, storerooms, toilets, activity rooms, Children Centre (This is not an exhaustive list be illustrative of the areas in school)
CLEANING TASKS:	Washing, polishing, dusting, sweeping, mopping, vacuuming, shampooing carpets/furniture and removing rubbish, replenishment of paper towels, toilet rolls, soap dispensers and general cleaning supplies. Dust ledges. Spot clean walls.
TASKS TO BE CARRIED OUT:	Furniture and fittings, toilets, sinks, windows, doors, floors, cookers, pianos, radiators, kitchen units, cupboards, skirting boards, fire extinguishers and walls up to 3m high. (This list is an example and should not be taken as complete)
MACHINERY:	Use of polishing machines, vacuum cleaners and carpet shampoo machines, rota wash
TRAINING:	Training will be given in all aspects of the job including the use of machinery, the safe and economical use of cleaning materials (COSHH) and the correct procedure for lifting and carrying, this is to ensure that the work is always carried out in a safe and efficient manner. PPE will be provided, and you are expected to always comply with COSHH and H&S practices.
HOURS OF WORK:	Flexibility is expected with regard to overtime if required in an emergency.

**Holidays must be taken during school holidays.**

**During the school holidays hours are by negotiation with the Site Manager.**

**Provide short term cover for absent colleagues.**

**Display a commitment to Safe working practices in regard to Health and Safety and Safeguarding children.**