



JOB DESCRIPTION

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Authority: West Berkshire Council	Department/Division: Education
Post Reference No:	Location: Purley Primary School
Job Title: Cleaner	Grade/Salary Range: Grade B £2,956.60 actual salary 7.5 hours per week (1.5 hrs 5 days per week)

JOB PURPOSE

To ensure the designated areas of the school premises are kept in a clean and hygienic condition

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The post holder will work as part of a team and will be under the direction of the Cleaning Supervisor and/or the School Business Manager (SBM).

Designated areas to clean comprise of entrance hall, Badger classroom, lobby and group rooms, corridors, offices and staff disabled toilet.

MAIN DUTIES AND RESPONSIBILITIES

General duties

- To assist the Cleaning Supervisor and/or report to the SBM
- Ensure products and cleaning cupboard is kept in order and locked at all times
- Wipe glass panels of internal doors
- Wipe glass access doors
- Cleaning walls, mirrors, partitions and internal woodwork as appropriate
- Empty vacuum bag as required
- Take black bags to the bins in the car park area
- Ensure lights and other equipment are switched off as appropriate
- Report faulty equipment and other maintenance requirements to SBM
- Contribute to overall ethos, work, aims of the school
- Be aware and comply with policies and procedures, and report all concerns to an appropriate person, in respect of child protection, health and safety, security, confidentiality and data protection
- To undertake such other duties as may reasonably be requested by the SBM or Headteacher
- To work alongside and communicate with other members of staff, such as Teachers and Caretaker etc.
- Ensure you are aware of the COSHH folder and its contents

Entrance hall

- Vacuum
- Wipe signing in desk and window seal
- Ad hoc spiderweb clearing

Admin Office and Headteacher's Office

- Vacuum
- Wipe down desks and window seals
- Empty bins
- Empty shredder as required
- Wipe over equipment (phones, keyboards, monitors etc.) weekly

Staff Toilet

- Clean toilet and sinks
- Ensure paper towels and spares are full/available daily
- Ensure spare toilet rolls are available daily
- Mop floor

Badger Class, Group Room and Badger Lobby

- Vacuum / mop as required
- Wipe down tables and window seals if clear
- Empty bins
- Clean sink area
- Ensure computer bench is cleaned weekly

Corridors

- Vacuum
- Mop daily
- Wipe library tables, musical instrument cupboard and photocopier area

Monthly

- Deep clean corridor floors
- Deep clean hall floor

NOTE

- Additional hours will be available for deep cleaning during main school holidays
- All duties must be carried out within the codes of practice of the school health and safety policy and Lone Working Policy

SCOPE OF JOB (Budgetary/Resource control, impact)

No supervision of other staff

No responsibility for budget

Job Title Cleaner	Department/Division Education
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training		
Competence Summary (Knowledge, abilities, skills, experience)	Methodical and well organised	Knowledge and experience of the appropriate use of cleaning materials and equipment
Work-related Personal Requirements	Able to work as part of a team Trustworthy Able to maintain confidentiality	
Other Work Requirements	Needs to be reasonably fit and active as some physical effort is involved	