

## Job Description

<b>Job Title</b>	<b>School Cleaner</b>
<b>Hours</b>	<ul style="list-style-type: none"> <li>• 15 hours per week</li> <li>• 3.30pm – 6.30pm Monday to Friday</li> <li>• Term time only - 35 weeks, including inset days</li> <li>• There is no entitlement for annual leave, however included in actual annual pay are 20 days paid holiday and 8 days paid bank holidays</li> <li>• As the cleaning sessions are for 3 hours, no breaks are included</li> </ul>
<b>Pay</b>	<ul style="list-style-type: none"> <li>• Start date 20/4/26</li> <li>• Actual annual pay £8,515 (divided equally over 12 months)</li> <li>• Hourly Rate £13.98</li> <li>• Statutory Sick Pay</li> </ul>
<b>Reports to</b>	<ul style="list-style-type: none"> <li>• School Bursar</li> </ul>
<b>Liaison with</b>	Head, Deputy & Other School Staff
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• Acting as part of a team, to keep the school as a whole clean and in a hygienic condition</li> <li>• Cleaners will be allocated designated cleaning areas, however duties are not limited to this area and you may need to assist in the cleaning of any area of the school premises</li> <li>• Making school staff aware of any issues as and when they arise including concerns regarding faulty equipment</li> </ul>
<b>Duties include but are not limited to:</b>	<ul style="list-style-type: none"> <li>• Wiping, dusting and/or polishing furniture, surfaces, skirting, ledges, paintwork, handles, door frames &amp; glass panels</li> <li>• Straightening desks and furniture</li> <li>• Sweeping &amp; mopping hard floors (or floor cleaning machine for school hall) and using appropriate wet floor signs</li> <li>• Vacuuming carpets</li> <li>• Loading, running &amp; emptying staff room dishwasher</li> <li>• Cleaning toilets, sinks, urinals, surfaces and floors</li> <li>• High &amp; low level dusting</li> <li>• Wiping computer screens &amp; keyboards with the appropriate cleaning materials and cloths</li> <li>• Spot cleaning of spillages</li> <li>• Emptying &amp; cleaning bins including recycling</li> <li>• Disposing of all waste in the appropriate receptacles</li> <li>• Periodically moving furniture on wheels to clean behind and underneath areas</li> <li>• Replenishing supplies, e.g. toilet paper, hand towels, bin liners</li> <li>• Informing the Cleaning Supervisor when cleaning materials are running low and restocking cleaning cupboards on the same day that materials are received</li> <li>• Locking cleaning cupboards at the end of each day</li> <li>• Using the appropriate cleaning chemicals and materials in line with</li> </ul>

	<p>safety instructions</p> <ul style="list-style-type: none"> <li>• Operating cleaning machinery in line with manufacturer instructions e.g. vacuum cleaners, hall cleaner etc</li> <li>• Using cleaning mops &amp; cloths in line with hygiene guidelines red (toilets) / yellow (sinks) / blue (general) /green (kitchen)</li> <li>• Adhering to COSHH and manual handling requirements</li> <li>• Checking and turning off lights, heaters, air conditioning units.</li> <li>• Closing windows and securing external doors</li> </ul>	
<b>Other cleaning</b>	<b>ad-hoc</b>	<ul style="list-style-type: none"> <li>• In agreement with yourself, you may be asked from time to time to work additional hours to cover absences or undertake a deep clean</li> <li>• Any additional hours worked will be paid on an hourly basis</li> </ul>
<b>Policy</b>		<ul style="list-style-type: none"> <li>• To alert the Head or Deputy with any concerns regarding a child or group of children</li> <li>• To attend relevant training and meetings as required.</li> <li>• To respect confidentiality at all times</li> <li>• Taking responsibility to keep yourself and others safe</li> <li>• To understand and apply school policies in relation to health &amp; safety, welfare, child protection and safeguarding</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• We are a non-smoking school. Smoking or vaping is not permissible anywhere on the school premises (inside or out)</li> </ul>
<b>General</b>		<ul style="list-style-type: none"> <li>• The duties above are neither exclusive nor exhaustive and the post holder may also be required as directed by a member of the Senior Leadership Team to carry out other duties, deemed appropriate within the context of the role, skills and grade</li> <li>• From time to time, the school will be holding activities outside of the during school day, e.g. evening parent meetings, etc where it will be necessary to adapt your normal cleaning schedule. During these times you may need to conduct a deeper clean of your accessible areas or assist colleagues with their designated areas</li> </ul>
<b>Absences</b>		<ul style="list-style-type: none"> <li>• To contact the Bursar as soon as practicably possible if you are unable to come to work, and ideally before 10am and each day of absence</li> <li>• To where possible, arrange all appointments outside of working hours</li> <li>• Where the school is unable to arrange absence cover, working as a team to ensure <u>all</u> areas of the school receive at least a basic clean with normal cleaning expectations resuming once full staffing levels return.</li> </ul>