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|------------------------|-------------------------------|----------|---------|
| Department             | West Kirby Primary School     | Division | Various |
| Designation of Post    | Cleaner<br>Level 1 Buildings  | Grade    | Band B  |
| Responsible to         | Site Manager/Business Manager |          |         |
| Immediate Subordinates | Headteacher                   |          |         |

## **Job Purpose**

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

## **Key Tasks**

1. Undertake cleaning of allocated areas in line with specified standards and as directed. Includes cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate, powered equipment.
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training
3. Store allocated equipment and materials safely and securely
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
5. Collect and dispose of waste
6. Refill and replace soap, towels and other materials
7. Responsible along with all members of the school for the safeguarding and welfare of pupils
8. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Undertake specialised cleaning programmes during school closures or other designated periods.

## **NOTE:**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.