

## Job Description

**OVERCHURCH INFANT SCHOOL**

Department	Overchurch Infant School	Division	Site Team	
Designation of Post	Level 1 -Cleaner Part time hours- 7 hours per week		Band B	SCP- 3
Responsible to	Cleaning Supervisor / School Caretaker			
Immediate Subordinates	NA			

**Job Purpose**

To Undertake cleaning duties as directed by the Cleaning Supervisor and ensure cleaning standards are maintained.

To ensure compliance with all Health and Safety regulations and guidelines.

**Key Tasks**

1. To carry out all allocated cleaning duties as directed by the Cleaning Supervisor in line with specified standard, this to include washing, sweeping, vacuum cleaning, emptying of bins, polishing, dusting (including staff and pupil toilets) of the designated areas, using the designated equipment and resources as required.
2. To operate and use industrial cleaning equipment and materials, following the appropriate training and guidance.
3. To safely store cleaning equipment and resources in designated storage areas.
4. To perform duties in line with Health and Safety and COSHH regulations and report any risks, hazards, concerns and issues to the Cleaning Supervisor/ Caretaker /School Business Manager immediately.
5. To collect and dispose of all waste.
6. To refill and replace hygiene products, e.g. soap, paper towels and other materials.
7. To be responsible, along with all other members of the school staff, for the safeguarding and welfare of all pupils.
14. To be aware of the School's Health & Safety, Safeguarding, Disciplinary and Quality Assurance procedures and ensure that they are adhered to.
14. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

**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.

The post holder will be subject to regular H&S and Safeguarding training and hold an up to date DBS certificate.

Issued by J Doyle -School Business Manager

Date: July 2025