

Montalbo Nursery and Primary School



Job Description

Post:	Cleaner
Grade:	1
Location:	Montalbo Nursery & Primary School
Responsible To:	Head Teacher
Job Purpose	To work individually and as part of a team to undertake the cleaning of designated areas of the school in accordance with Durham County Council cleaning specifications and to ensure these are kept in a clean and hygienic condition on a daily, weekly, monthly basis as instructed by their Line Manager. It is expected that each team member will be prepared to discharge the duties of other colleagues as and when it is deemed necessary by the Head Teacher.

Key Duties and Responsibilities:

- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work, radiators and trunking ensuring high standards of cleanliness and hygiene are met and maintained.
- To clean all sanitary fixtures and fittings including the lavatories, urinals and wash room facilities etc. ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or any other maintenance issues to the appropriate member of staff.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc. ensuring wet floor health and safety signs are used when required to ensure the wellbeing of staff/pupils is maintained.
- To use carpet cleaning equipment when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- To assist in the whole school clean during school closure as per the school cleaning programme.
- To keep appropriate equipment, machinery and cleaning cupboards in a clean and hygienic condition.
- To follow all health and safety codes, health and hygiene codes/practices in relation to cleaning e.g. COSHH, siting of wet floor cones, correct use of machinery. The school office has a copy of the school's Health & Safety Policy and all other relevant documents for your use.
- To attend any training courses relevant to the post, ensuring continual personal and professional development.
- Any other cleaning duties as directed by the Head Teacher.
- To annually submit a list of required holidays to the Head Teacher, if a dispute arises, items will be determined by the Personnel Committee of the Governing Body of the school who will afford you a right of appeal.
- Duties may vary between term and closure periods.
- Role requires working with a team
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Maintain accident records as required.

The above is not exhaustive and the post holder will be expected to undertake any other duties that are commensurate with the post as directed by the Head Teacher.