



Job Description

Post Title: Cleaner
Responsible to: Headteacher
Liaison with: Caretaker
Hours of Duty: 12 hours per week - Monday to Thursday 3.30 – 6:00pm (3:30-5:30 Fri)

Responsibilities include:

Cleaning 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 the Caretaker.

1. To clean designated areas of the school as allocated by the Headteacher. These areas may be changed, depending on the needs of the school.
2. Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas.
Cleaning of public areas, corridors, etc. children's and staff toilets.
Emptying of litter bins
Polishing and dusting of fixtures and fittings.
Where appropriate use of powered equipment.
To keep appropriate light equipment, machinery and cleaning cupboard in a clean and hygienic condition
To follow Health and Safety codes. Health and Hygiene code of practices in relation to cleaning, e.g. C.O.S.H.H, siting of warning cones, etc.
To report faulty equipment to the Caretaker as necessary.
Any other cleaning duties as directed by the Headteacher.
3. A willingness to undergo training as and when required for the job.

PROTECTIVE CLOTHING;

You will be issued with protective clothing such as tabard/overall, rubber gloves and these should be worn at all times for your protection. You are to be responsible for laundering the garments and the Headteacher will decide when articles need replacing.

ANNUAL LEAVE

To annually submit a list of required holidays to the School Secretary
Total paid leave entitlement is 26 days for anyone with less than 5 years service, rising to 31 days for more than 5 years service. Leave must be taken in school holiday period.

You will be given sufficient training in order to ensure a clear understanding of these duties.

It may be necessary to amend this job description at any time in the future but only after consultation with you and your appropriate trade union representative or friend.

SignedHeadteacher Date

Signed..... Member of Staff Date