



## Job Description for School Cleaner

**Job Title:** Cleaning Operative (part time)

**School:** Oughtrington Primary School

16 hours per week (3pm-6pm Mon, Tues, Weds & Fri) + (3pm-7pm on Thurs)

**Grade:** Grade 1 (£12.65 per hour) Term Time Only (plus additional hours to be worked if possible and required during the school holidays for a deep clean of the school)

### Job Purpose

Working as either part of a team or under own initiative to contribute to a clean, hygienic and safe environment for pupils, staff and visitors to the school.

### Key Tasks

- Clean surfaces, glass, fixtures and fittings, floors, walls, partitions and internal woodwork as instructed, using appropriate materials and equipment
- Clean toilets
- Empty waste bins and dispose of rubbish as directed, working within the Schools recycling policy as appropriate
- Use a range of associated equipment and reporting faults in line with procedures
- Refill and replace consumables, making sure supplies used are stored safely and reporting when stocks are low to the appropriate person
- Complete basic record keeping as directed
- Follow health and safety policies, risk assessments and procedures to ensure risks and hazards are minimised for yourself, colleagues, pupils and visitors
- Assist to maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Switch off all unnecessary lights and appliances at the end of cleaning an area, following any special instructions to leave particular equipment on, e.g. the school servers
- Follow the appropriate procedure when incidents are seen or reported about pupil welfare or safeguarding issues

### Standard Duties

- To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all
- To uphold and promote the values and the ethos of the school
- To implement and uphold the policies, procedures, risk assessments and codes of practice of the School, including customer care, finance, data protection, IT, health and safety, anti-bullying and safeguarding/child protection
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises
- To participate and engage with the workplace learning and development opportunities to continually improve own performance and that of the team/school
- To attend and participate in relevant meetings as appropriate
- To undertake any other additional duties commensurate with the grade of the post

### Contacts

Pupils, staff and visitors to the school

### Relationship to other posts in the Department

**Responsible to:** Head Teacher, Mrs Proud (office)

### Special Conditions

DBS Disclosure required – fully enhanced