

ROECROFT LOWER SCHOOL

JOB DESCRIPTION

JOB TITLE:	Cleaner
RESPONSIBLE TO:	Cleaning Supervisor/Site Manager
JOB PURPOSE:	To maintain school premises to the required standard of cleanliness; required to clean all rooms, toilets, cloakrooms, staircases, corridors, halls and all other areas in use.
HOURS OF WORK:	2 hours per day between 3.45 and 5.45pm Monday to Friday, Term Time Only + 5 inset days.

Main duties and responsibilities:

1. To carry out cleaning work to the required standard and as instructed by the Cleaning Supervisor or Site Manager.
2. To report to the Cleaning Supervisor or Site Manager, matters that are likely to affect their work or other matters they consider that they should be aware of.
3. To use cleaning materials appropriately and economically; to inform the Cleaning Supervisor or Site Manager when stocks are low.
4. To ensure that tools and equipment are in good working order, reporting any faults to the Cleaning Supervisor or Site Manager.
5. To ensure that cleaners' cupboards are kept clean and tidy.
6. To undertake any non-routine cleaning tasks as instructed by the Cleaning Supervisor or Site Manager. Cleaners may be required to contribute to major cleaning tasks during the school summer holiday period for which additional pay will be given (no holiday is permitted during term time).
7. To work to Council guidelines at all times particularly in relation to health and safety policy.
8. To attend all essential health and safety training courses as determined by the management of the school and/or the Council.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To undertake any other duties of a similar level and responsibility as may be required.