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**JOB DESCRIPTION**

**JOB TITLE:** Cleaner

**RESPONSIBLE TO:** School Manager/Site Agent

**JOB PURPOSE:** To maintain school premises to the required standard of cleanliness; required to clean rooms (classrooms, dining hall, hall), toilets, cloakrooms, corridors and all other areas in use as specified.

**Duties and Responsibilities**

Cleaning

* To carry out cleaning work to the required standard and as instructed by the Site Agent.
* To report to the Office Manager/Site Agent, matters that are likely to affect their work or other matters they consider that they should be aware of.
* To use cleaning materials appropriately and economically; to inform Site Agent when stocks are low.
* To ensure that tools and equipment are in good working order, reporting any faults to the Site Agent.
* To ensure that cleaners’ storage lockers and cupboards are kept clean and tidy.
* To undertake any non-routine cleaning tasks as instructed by Site Agent. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
* To undertake any other duties of a similar level and responsibility as may be required.

General

* To work to Council guidelines at all times particularly in relation to health and safety policy.
* To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information
* To attend all essential health and safety training courses as determined by the management of the school and/or the Council.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* Ensure that all duties and service provided are in accordance with the School’s Equality Policy
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
* To undertake any other duties of a similar level and responsibility as may be required

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Job descriptions at Maple Tree Primary School are reviewed in September each year.**

**Signed …………………………………………………… Date …………………**