

## Job description for Cleaning Staff

### Bucks Pay range 1: Grade 5

The cleanliness and maintenance of the school is integral to the positive learning and working environment for all. The cleaning staff work under the directions of the Head Teacher, and liaise on a daily basis with the Caretaker. The contract is term time and for an additional 40 hours to be undertaken during school holidays. (It is expected that a large proportion of out of term hours will be completed during the summer holiday period so that the school is deep-cleaned prior to the start of the new academic year.)

#### Duties:

- To carry out cleaning duties within the designated areas and times.
- To respond to specific requests and complaints from supervisors.
- To accept training on products and cleaning equipment.
- To carry out cleaning duties using the methods and products as provided. Suggestions for additional/improved products will be considered.
- To observe Health and Safety, First Aid and Emergency procedures as identified by the school.
- To be aware of COSHH products and regulations for their use on site.
- To ensure protective clothing supplied, and cleaning equipment used, are maintained in a clean and presentable condition.
- To report all breakdown of equipment to the Caretaker immediately.
- To report all accidents immediately to the Caretaker/Head Teacher.
- To cover for absenteeism by undertaking a basic clean as directed.

This list is not exhaustive, and additional tasks may be included with due notice, appropriate training and the recognition of a life-work balance.