Elveden C of E Primary Academy

JOB DESCRIPTION

ROLE: Cleaner

GRADE: Grade 1

RESPONSIBLE TO: Caretaker/Head Teacher

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| **Cleaning and preparation** | Undertake cleaning duties which include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment.  Undertake specialized deep cleaning programmes during the school closures or other designated periods.  Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms. |
| **Resources** | Restocking facilities e.g. soap, paper towels.  Report when stocks are low.  Store all equipment and chemicals used in the appropriate manner. |
| **Maintenance** | Work to ensure and maintain safety and security of the building and those within it. |
| **Systems, policies and procedures** | Escalate any safety issues to the line manager.  Work to expected standards and complete work  within required timescales.  Report any faults with materials and/or equipment  as necessary. |
| **Team involvement** | May demonstrate own duties to new or less experienced staff. |
| **Building professional relationships** | Exchanges information with their supervisor, head teacher and possibly other staff. |
| **Record keeping and information management** | Complete checklists to say work has been completed. |
| **Problem solving and decision making** | Identify straight forward solutions to simple problems and minimal personal initiative required. |
| **Knowledge, skills and**  **experience** | Understanding of health and safety issues and willingness to undertake training.  Knowledge of chemicals and proper use of cleaning equipment.  Awareness of COSHH.  Ability to use IT to access online communications. |
| **Physical demands and working conditions** | Required to work in conditions that are generally  unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards.  Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture. |