Poulton Lancelyn Primary School   Venables Drive   CH63 9LY

NAME:

POST: **CLEANER (Part-time, Band B)   part-time 6 - 8.30am**

RESPONSIBLE FOR: To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

SUMMARY OF MAIN DUTIES:

- Undertake cleaning of allocated areas in line with specified standards and as directed. Includes cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas
- Clean toilets and shower areas and fixtures and fittings,
- Use where appropriate, powered equipment.
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training
- Store allocated equipment and materials safely and securely
- Adopt the correct and economic use of allocated cleaning materials.
- Refill and replace soap, towels and other materials
- Collect and dispose of waste
- To report any obvious defects (e.g. blocked toilets, broken fixtures and fittings)
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake specialised cleaning programmes during school closures or other designated periods.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post as may be decided by the Headteacher.
- Ensuring that the agreed school safeguarding procedures are followed with regard to the safety of the people on site and the security of the building.

Signed…………………………………………   (Post Holder)

Signed…………………………………………   (Headteacher)

Date…………………………………………

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.Elements of this job description and changes to it may be amended in light of organisational and service requirements