

Putnoe Primary School

JOB DESCRIPTION

Job Title: **Cleaner**

Responsible to: Headteacher and 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.

Main duties and responsibilities:

- To carry out cleaning work to the required standard as instructed by the Site Manager.
- To report to the Site Manager or his/her authorised deputy, matters that are likely to affect their work or other matters they consider they should be aware of.
- To use cleaning materials appropriately and economically; to inform the Site Manager when stocks are low.
- To ensure that tools and equipment are in good working order, reporting any faults to the Site Manager.
- To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
- To undertake any non-routine cleaning tasks as instructed by the Site Manager or authorized deputy. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
- To work to Borough Council guidelines at all times particularly in relation to health and safety policy.
- To attend all essential health and safety training courses as determined by the management of the school and/or the Borough Council.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.