

JOB DESCRIPTION

Cleaner— Grade: A

Responsible to: Head Teacher

General Information:

To work under the direct instruction of the **Site Caretaker** in accordance with conditions of service for NJC staff. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.

Main Responsibilities:

- To carry out cleaning duties as required by the Site Caretaker and in the school cleaning map. To include sweeping, dusting, door/wall washing, table cleaning, toilet cleaning, glass cleaning, mopping, use of vacuum cleaner, scrubber drier and hygiene cleaning to kitchen areas.
- To ensure windows and doors are closed/locked when leaving rooms.
- To report to Site Caretaker any defects seen, likely to affect security or health and safety i.e. broken window, window catches, broken tables, chairs etc.
- To use electrical and mechanical equipment, floor polishers etc. when necessary and after appropriate training.
- To use step ladders when necessary and with due regard to Health and Safety.
- To use approved cleaning materials only in accordance with manufacturers printed instruction and COSHH regulations.
- To be responsible for the care of all cleaning equipment assigned to them and report any defects to the Site Caretaker.
- To undertake cleaning duties in any area of the premises being cleaned or other premises as required.
- To be aware of responsibilities for Health and Safety measures designed to protect self, other staff and users of the premises.
- To wear protective clothing provided for them while on duty. Additionally, should wear shoes which are suitable for the work being carried out.
- To engage and respond to the process on monitoring of cleaning standards carried out by the Site Caretaker.
- To attend relevant premises/staff meetings.
- To undertake other responsible, appropriate and relevant duties as identified by the Head Teacher and Site Caretaker



I have read the above job description and agree with the terms.

Name: _____ (Print)

Signed: _____

Date: _____

