The Federation of Tibberton and Hindlip CE First Schools

JOB DESCRIPTION

Post Title:	Cleaner-in-Charge
Size of School:	Small (up to 1000m^2)
Grade:	Scale 2
Reporting To:	Head of School

Main Purposes of Role:

- To ensure the school provides a clean, safe, and hygienic environment that supports the wellbeing of pupils, staff, and visitors.
- To help maintain the fabric of school buildings.
- To ensure that a high level of security is maintained, including ensuring that windows and doors are locked.
- To maintain COSHH records and the appropriate use and storage of hazardous materials

Key Accountabilities:

- Maintain cleanliness and hygiene standards across the school premises, including:
  - Sanitary facilities – Clean and sanitise toilets, washbasins, and associated areas
  - Kitchen areas – Clean surfaces, equipment, and floors in accordance with food hygiene standards
  - Classrooms and corridors – Vacuum carpets and mop hard floors
  - Surfaces and fixtures – Dust all surfaces, including furniture, windowsills, and fixtures
  - Windows – Clean internal windows and glass partitions
  - Waste management – Empty bins throughout the school and transfer waste to designated external collection points
  - Additional duties may be assigned as required to maintain the school's cleanliness standards.
- To be responsible for the security of the premises and its contents in the absence of the Executive Headteacher, Head of School or any other designated person.
- To ensure that the school is secured at the end of the school day.
- To operate any fire and burglar alarms and to report on any deficiency.
- To undertake water testing on a regular basis.
- To act as the keyholder and to be available for 'callouts' out of normal working hours.
- To operate the heating and lighting systems at the school.
- To undertake porterage duties as required.

- To liaise with the Leadership Team / School handy Person to ensure minor maintenance and repairs are reported and dealt with.
- To undertake basic handyperson duties as necessary (i.e. changing light bulbs).
- To clear up paved areas and playgrounds (i.e. by disinfecting drains, picking up litter and emptying litter bins and clearing grids).
- To clear up any hazards to pupils and staff (i.e. broken glass).
- To allocate and check the quality of work of any other cleaners employed within the school.
- To undertake a reasonable number of lettings.
- To order, through the Head of School, and monitor supplies of cleaning materials.
- To undertake 'bank' cleaning hours during the school holidays as directed by the Head of School.

General Duties:

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships.

Internal: Pupils, teachers, school staff, volunteers, children's supervisors

External: Contractors, visitors and parents

The current main duties and responsibilities of this post are outlined in this job description. The list is not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Name:

Signature:

Date: