



JOB DESCRIPTION - Cleaner

Job Title: Cleaner

Directorate: Children, Families and Communities (Worcestershire County Council)

School: **Grimley and Holt C of E Primary School**

Grade: Scale 1

Reporting To: Headteacher

Main Purposes of Role:

- To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it.
- To maintain cleanliness in order to prevent any health risks from occurring.

Key Accountabilities:

- To clean specified areas of the school to the required standard, as instructed:
 - Washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
 - Cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.);
 - Sweeping and vacuuming floors;
 - Polishing and dusting surfaces and furniture;
 - Cleaning toilets and shower areas;
 - Using and storing safely cleaning materials as appropriate, in accordance with their instructions.
 - To launder dusters, tea towels etc., if required.
- To empty bins and remove rubbish from the premises.
- To report any damage to school property or other relevant matters to the Headteacher.
- To use powered cleaning equipment as directed and in accordance with training.
- To undertake relevant seasonal work as instructed by the Headteacher

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 Directorate and the County Council as well as maintaining constructive relationships.

Internal: Headteacher, Teaching staff, Pupils, Governors, parents