

**HADLEIGH COMMUNITY  
PRIMARY SCHOOL**

**JOB DESCRIPTION**

**ROLE:** Cleaner

**GRADE:** Grade 1, Point 1

**RESPONSIBLE TO:** Cleaner in charge/Headteacher

<b>Cleaning and preparation</b>	<p>Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment.</p> <p>May undertake specialised cleaning programmes during the school closures or other designated periods.</p> <p>Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.</p>
<b>Resources</b>	<p>Restocking facilities e.g. soap, paper towels.</p> <p>Report when stocks are low.</p> <p>Store all equipment and chemicals used in the appropriate manner.</p>
<b>Maintenance</b>	<p>Work to ensure and maintain safety and security of the building and those within it.</p>
<b>Systems, policies and procedures</b>	<p>Escalate any safety issues to the line manager.</p> <p>Work to expected standards and complete work within required timescales.</p> <p>Report any faults with materials and/or equipment as necessary.</p>
<b>Team involvement</b>	<p>May demonstrate own duties to new or less experienced staff.</p>
<b>Building professional relationships</b>	<p>Exchanges information with their supervisor, head teacher and possibly other staff.</p>

<b>Record keeping and information management</b>	May complete checklists to say work has been completed.
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<b>Problem solving and decision making</b>	Identify straight forward solutions to simple problems and minimal personal initiative required.
<b>Knowledge, skills and experience</b>	<p>Understanding of health and safety issues and willingness to undertake training.</p> <p>Knowledge of chemicals and proper use of cleaning equipment.</p> <p>Awareness of COSHH.</p> <p>Ability to use IT to access online communications.</p>
<b>Physical demands and working conditions</b>	<p>Required to work in conditions that are generally unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards.</p> <p>Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture.</p>
<b>Signed</b>  <b>Date</b>  <b>Headteacher for HCPS</b>	
<b>Signed</b>  <b>Name</b>  <b>Date</b>	