



Maulden Lower School

Cleaner Job Description

Post Title: Cleaner
Salary Scale: NJC Level 1D Point 7 - 10
Responsible to: Head Teacher, Site Agent, School Business Manager

Purpose of the Job

- To maintain the school premises to a high standard of cleanliness
- To clean all rooms, toilets, cloakrooms, corridors, halls and all other areas in use.

Duties and Responsibilities

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

This job description may be amended at any time following discussion between the governing body and the head teacher, and will be reviewed annually.