

## Lillington Nursery and Primary School

### CARETAKER - JOB DESCRIPTION

**Responsible to:** Site Supervising Officer/Operations Manager

#### **Personal Requirements**

A hard-working, honest, dependable, self-motivated person to act as school cleaner, willing to uphold the School ethos and support the aims and values of Lillington Nursery and Primary School.

#### **Professional Requirements**

As a member of the school team you will conduct yourself in a professional manner at all times. As a team member you will play your part in ensuring the school has a positive reputation amongst the wider community.

#### **Job Purpose:**

To undertake, normally as part of a team, the cleaning of designated areas within a college, school or other establishment, to ensure that they are kept in a clean and hygienic condition.

#### **Main Duties and Responsibilities:**

1. Cleaning, washing, mopping, sweeping, vacuum cleaning of all designated areas in the allocated zone.
2. Emptying rubbish bins as required.
3. Polishing and dusting of the designated areas, to include toilets in allocated zone.
4. Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
5. Moving furniture and equipment to assist cleaning.
6. Open and lock doors as required, collecting and returning keys to SSO or other supervisor.
7. Makes sure that work is carried out to the standard required by the Business Manager.
8. Act in accordance with school policies and practice that clients are treated courteously.
9. Any other duties and responsibilities within the range of the salary grade.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory Criminal Record Bureau check will need to be returned prior to commencement of employment.

I have read and agree to the above job description for the role of caretaker

Signed .....

Name .....

Date.....