

Job Description



Job Title:	Cleaner	Job Number:	021591
Location:	Longford Park Primary School	Grade:	Grade 1

Job Purpose:

To undertake as part of a team, the cleaning of designated areas within the school to ensure that the building is kept in a clean and hygienic condition.

Main Duties and Responsibilities:

Carrying out all cleaning work in accordance with the School's Cleaning Standards and Checklists. This will include:

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Emptying rubbish bins.
- Polishing and dusting of the designated areas.
- Cleaning toilets and washroom areas.
- Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
- Moving furniture and equipment to assist cleaning.
- Obtaining & replenishing onsite consumables such as paper towels, toilet rolls and hand wash dispensers, or other such items as required.
- Open and lock doors as required, collecting and returning keys to Site Services Officer.
- Work in accordance with the School's Health and Safety policies, procedures and risk assessments, including COSHH (Control of Substances Hazardous to Health).
- Act in accordance with the Code of Conduct.
- Any other duties and responsibilities within the range of the salary grade.
- Undertake any training as required.

Responsible to: Site Services Officer / School Business Manager

The School is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

The School will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the School's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the School's Data Protection policy.

Date Reviewed: February 2025