



Potters Green School

nurturing bright futures



Job Description

Role; Cleaner

Grade; 1

Duties and Responsibilities:

1. Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
2. Cleaning of toilets and emptying rubbish bins.
3. Polishing and dusting of the designated areas, (may include toilets and showers).
4. Internal glass panels, 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. Makes sure that work is carried out to the standards required.
7. Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
8. To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
9. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
10. To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
11. And such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

There may also be a requirement to carry out particular duties as the Head Teacher/School Business Manager may reasonably direct from time to time.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties that include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Line Manager; Site Services Officer

Responsible to; School Business Manager

Reviewed; January 2022

