

Redwood Primary School



JOB DESCRIPTION – CLEANER

Job Title: School Cleaner

Responsible to: Site Manager / School Business Manager / Headteacher

Location: Redwood Primary School

Hours: 15 per week, Monday to Friday 2:45pm to 5:45pm

Salary: Scale B P4 actual Salary £9,111.71

Contract: Permanent

Job Purpose

To provide a high standard of cleanliness throughout the school premises, ensuring that the school environment is clean, safe, hygienic and welcoming for pupils, staff and visitors.

The postholder will work as part of the school cleaning team and will be expected to carry out cleaning duties efficiently and to a consistently high standard, following the school's cleaning schedules, health and safety procedures and COSHH requirements.

Main Duties and Responsibilities

Cleaning

- Clean classrooms, offices, corridors, toilets, halls and other designated areas of the school.
- Vacuum, sweep and mop floors as required.
- Dust, wipe and clean surfaces, furniture, fixtures and fittings.
- Clean toilets, sinks, sanitary areas and replenish consumables as required.
- Empty bins and dispose of waste appropriately.
- Clean high-touch areas such as door handles, light switches and handrails.
- Clean windows and other areas where required and where safe to do so.
- Carry out periodic deep-cleaning tasks as directed.
- Respond to spills and other cleaning requirements promptly.
- Ensure cleaning equipment is cleaned, stored correctly and kept in good condition.
- Report any damaged or faulty equipment to the appropriate person.

Health, Safety and Hygiene

- Follow all school health and safety procedures and cleaning instructions.
- Use cleaning products and chemicals safely and in accordance with COSHH requirements.
- Wear appropriate personal protective equipment (PPE) when required.

- Place appropriate warning signs, such as **Wet Floor** signs, when cleaning creates a potential hazard.
- Report hazards, defects, damage or maintenance issues to the Site Manager or other designated person.
- Ensure cleaning materials and equipment are stored safely and securely away from pupils.
- Follow procedures for the safe disposal of waste.
- Take reasonable care of your own health and safety and that of others who may be affected by your work.

Safeguarding and Working in a School Environment

- Maintain appropriate professional boundaries when working around pupils.
- Follow the school's safeguarding and child protection procedures at all times.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead or in accordance with school procedures.
- Maintain confidentiality regarding pupils, families, staff and school matters.
- Ensure that cleaning materials, equipment and other potentially hazardous items are never left accessible to pupils.
- Be aware of the need to work safely and discreetly around children and staff.

Teamwork and Communication

- Work cooperatively with other members of the cleaning and site team.
- Follow instructions from the Site Manager, School Business Manager or other designated member of staff.
- Communicate any issues affecting the cleanliness, safety or security of the school promptly.
- Support colleagues when necessary to ensure the school is maintained to the required standard.
- Attend relevant training and staff meetings where required.

General Responsibilities

- Maintain a professional and positive approach at all times.
- Be reliable, punctual and appropriately dressed for the role.
- Maintain confidentiality at all times.
- Comply with all school policies and procedures.
- Undertake reasonable additional cleaning duties as required by the needs of the school.
- Participate in training relevant to the role.
- Contribute to maintaining a safe, welcoming and positive environment for pupils, staff and visitors.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and to comply with the school's safeguarding and child protection policies.

The successful applicant will be subject to the appropriate **DBS check and pre-employment checks** in accordance with current legislation and school procedures.

Additional Information

This job description is not intended to be exhaustive. The duties and responsibilities may be reviewed and amended from time to time in consultation with the postholder to reflect the changing needs of the school.