

Finchale Primary School  **JOB DESCRIPTION – Cleaner**

**GRADE:** Grade 1

**HOURS**: 10 hours per week – 3.30 - 5.30 pm

**DUTIES:**

Cleaning designated areas of the school in accordance with Durham County Council cleaning specifications, and to ensure these are kept in a clean and hygienic condition on a daily, weekly, and monthly basis as instructed by the Headteacher/Caretaker.

1. To clean designated areas of the school as allocated by the Caretaker. These areas may be changed, depending on the needs of the school.
2. Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas.

Cleaning of public areas, corridors, etc. children’s and staff toilets.  
Emptying of litter bins

Polishing and dusting of fixtures and fittings.

Cleaning of all touch points  
Where appropriate use of powered equipment.  
To keep appropriate light equipment, machinery and cleaning cupboard in a clean and hygienic condition

To follow Health and Safety codes and Health and Hygiene code of practices in relation to cleaning, e.g. COSHH, siting of warning cones, etc.   
To report faulty equipment to the Caretaker as necessary.  
Any other cleaning duties as directed by the Headteacher.

1. A willingness to undergo training (including Safeguarding training & updates, etc.) as and when required for the job.

PROTECTIVE CLOTHING;

You will be issued with protective clothing such as tabard/overall, rubber gloves and these should be worn at all times for your protection. You are to be responsible for laundering the garments and the Headteacher will decide when articles need replacing.

ANNUAL LEAVE

To submit a list of required holidays to the Office Manager.

Total paid leave entitlement is 26 days for anyone with less than 5 years’ service, rising to 31 days for more than 5 years’ service. Leave must be taken in school holiday periods.

You will be given sufficient training in order to ensure a clear understanding of these duties.

It may be necessary to amend this job description at any time in the future but only after consultation with you and your appropriate trade union representative or friend.