

# **Cavendish Close Infant and Nursery School**

## **Job Description**

**School Cleaner (Fixed term to 21st July 2023):** Grade B, Point 4 pro rata

**Job Purpose:** To assist in the provision of an efficient and effective cleaning service to the School.

**Responsible to:** Site Manager  
School Business Manager  
Headteacher

### **Duties:**

- Emptying waste bins and recycling bins, transporting waste material to designated collection points.
- Sweeping floors with brushes or dust control mops.
- Mopping with wet or damp mops (using the associated equipment). N.B. Toilets are to be mopped daily. Other areas as circumstances permit.
- Vacuuming carpeted areas and spot cleaning carpets, using specified shampooing equipment as and when required.
- Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors when carrying out daily/weekly/monthly routines. N.B. After receiving training from the Site Manager.
- To dust, damp wipe, wash, polish furniture, ledges and window sills, external surfaces of cupboards, radiators, shelves and fitments.
- To clean toilets, hand basins, sinks, and drinking fountains.
- Replenish consumable material such as soap, paper towel, toilet roll etc.
- To use such chemical agents as directed by the Site Manager in the discharge of cleaning operations or maintenance procedures. Adhering to COSHH safety information and general Health & Safety regulations.
- To carry out wall washing and inside window pane cleaning to a height no greater than body height plus an arms extension from floor level.

- To clean kitchen/kitchenette and food preparation areas, work surfaces, cookers, microwaves, fridges etc.
- To store allocated equipment and materials safely and securely.
- To complete any appropriate records/documentation as required.
- To read and comply with policies relating to equalities, environmental issues and all other School policies.
- Adhere to Health and Safety regulations and take a pro-active approach, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises
- To wear the issued items of protective clothing at all times, to ensure that Health and Safety regulations are adhered to.
- Cleaners will be allocated work areas but these may be changed to meet the needs of the school
- Porter cleaning equipment such as buckets, vacuum cleaners, mops, buffers, scrubber driers etc.
- To understand and adhere to all relevant risk assessments and school procedures
- To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school
- To uphold and promote the values and ethos of the school
- To understand the importance of inclusion, equality and diversity
- To carry out any other reasonable duties within the overall function of the job as requested by the Site Manager, School Business Manager or Headteacher.

**Cavendish Close Infant and Nursery School is committed to the safeguarding of its pupils and all appointments are made subject to a full enhanced DBS check and satisfactory references.**