



Salisbury Plain  
Academies

## **Cleaner – Primary** **Job Description**

<b>Job Title :</b>	Grade B
<b>Main Job Purpose :</b>	To undertake general duties necessary to provide a clean, hygienic and safe environment for teaching and other school activities.
<b>Accountable to:</b>	Caretaker/Cleaner in Charge

	<b>Main Duties</b>
<b>1.</b>	To carry out cleaning tasks set out in the school's cleaning schedule
<b>2.</b>	To use all cleaning materials and equipment in a safe and proper manner in accordance with any instructions and specifications provided
<b>3.</b>	To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Head Teacher (or other nominated supervisor)
<b>4.</b>	To observe health and safety and security requirements
<b>5.</b>	To complete any appropriate records or documentation required by the Head Teacher.
<b>6.</b>	To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school
<b>7.</b>	To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

### **Supervision and Management**

The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits

### **Creativity and Innovation (i.e. Problem Solving)**

Work is covered by established procedures, e.g. Health & Safety

### **Key Contacts and Relationships**

Regular contact with the Head Teacher/ Manager/ Caretaker and other cleaning staff regarding cleaning duties. There will also be general contact with other school staff.

### **Decision Making**

The job holder is expected to report and record any problems involving cleaning materials, equipment breakdown, health and safety matters or suchlike to the Principal/Caretaker/ Cleaner in Charge in line with existing policy and practice.

### **Resources**

The jobholder is expected to use school resources appropriately and with care but is not personally accountable for their overall security cleaning equipment e.g. buffing machine and chemicals will be used regularly.

### **Working Environment**

Daily use of cleaning equipment, chemicals and machinery. In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture. The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

### **Knowledge and Skills**

No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.

If your post is graded above point 28 or equivalent you are required (subject to the provisions of the Working Time Regulations) to work the hours that are necessary to do the job, this may occasionally involve attendance at meetings out of school hours.

This job description is subject to change to meet the needs of the effective running of the Trust.

Signed: .....  
Job Holder

Date: .....