



Springfield and Madley Brook Schools Job Description



Job Title:	Cleaner
Salary / Grade:	Grade 1
Hours:	Monday - Friday term time only 2.30 - 6.00pm plus 3 weeks in the summer holidays
Contract type:	Permanent. The contract is with the River Learning Trust who have an agreement in place with the Gallery Trust as the hours are split between both Trusts and Schools.
Responsible to:	Facilities Manager

Job Purpose:

To ensure the high standards of cleanliness, hygiene and presentation are maintained throughout the premises

Objectives:

- carry out daily cleaning tasks
- carry out termly and annual cleaning tasks
- reporting directly to the Facilities Manager
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

Principal responsibility areas:

- to work with other colleagues in the Premises Team
- to complete a designated list of cleaning duties as directed by the Facilities Manager. Specific areas are allocated for cleaners, these can change under direction from the Facilities Manager and as required. This could include supporting the Springfield secondary site in exceptional circumstances.
- to monitor the cleanliness of the school buildings and grounds and to take action when our high standards are not being maintained
- to report any health and safety issues that have been noted directly to the Facilities Manager

Key Tasks:

On a daily basis:

- vacuuming all carpeted areas
- cleaning all table tops and frequently touched areas in classrooms
- emptying bins in all areas and replenishing bin liners
- cleaning and disinfecting all adult / pupil toilet areas including floors
- replenishing toilet rolls and paper towels as required
- spot cleaning carpet areas as required

On a weekly basis:

- check classroom chairs and spot clean as necessary



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- spot clean windows (including vision panels in classroom doors)
- remove cobwebs

These duties will be carried out by the cleaning team on an agreed rota. Other duties may be required to maintain the high standards of cleanliness and presentation that are expected.

Annually there will be a range of duties that will be organised by the Facilities Manager. Some overtime may be available to ensure these duties are adequately carried out.

We have a leave of absence policy in school whereby we do not agree to any term time only staff taking holidays during term time.

This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.