



**Preston Primary Academy Trust**

**JOB DESCRIPTION**

<b>Job Title:</b>	Cleaner
<b>Reports To:</b>	Senior Cleaner / Caretaker / Site Manager
<b>Grade:</b>	17, scale point 2

**Main Purpose of Job**

To ensure the designated area is cleaned to the appropriate specification as directed by the school and bearing in mind any Health and Safety requirements. In order to create a safe environment suitable for the education of children.

**Main Responsibilities and Duties**

- Tidy leaving furniture / rooms etc ready for use
- Empty waste bins and dispose of collection bags safely
- Wash, clean, polish floors using the appropriate tools, machines, cleaning agents and work schedules.
- Clean surfaces in teaching, circulation, admin and other areas as directed using the required cleaning agents / tools / equipment and work schedule
- Wash/Clean toilet & wash areas with appropriate tools disinfecting cleaning agents and work schedules.
- Clean/Dust furniture, fixtures and fittings in a careful and thorough manner.
- Carries out any other cleaning duties that school might require
- Maintain the cleaning storage area in a clean tidy safe condition.
- Observe the requirement of H&S / COSHH at all times
- Report equipment faults to the appropriate person in the school, as soon as possible
- Operate a safe working environment for people still in the building (display appropriate safety signs).
- Work to strict deadlines within well known routines.
- Under the guidance of your line manager, consider priorities within the daily / weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure that the highest quality of cleaning is achieved and maintained
- Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself
- To undertake any other duties commensurate with the role

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:

Date:

Line Manager:

Date: