



## Mickleover Primary School Job Description

**Name:**  
**Post:** Cleaner  
**Grade:** Grade B £11.98 per hour 15 hours per week (term time) + 1 week summer clean

**Responsible to:** Facilities Manager

### **Purpose of Post**

- To provide efficient, effective and comprehensive cleaning support to the school.

### **Main duties and Responsibilities**

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
- Sweeping floors with brushes or dust control mops.
- Suction cleaning of carpeted areas and spot cleaning carpets.
- Mop hard floor areas with wet or damp mops.
- To use electrical equipment (vacuums, steam machines, buffers) in a safe and proper manner following all safety precautions including checking for damage to cables and plugs before commencing duties.
- Using electrically powered carpet shampoos and/or steam cleaner to clear up spills and 'accidents' as and when required and during summer holiday deep cleaning.
- To dust, damp wipe, sanitise, wash, polish furniture, ledges, windowsills, external surfaces of cupboards, radiators, shelves, and fittings and inside window pane cleaning.
- To replenish consumable material (soap, toilet rolls, paper towels, etc).
- To clean toilets, urinals, hand basins, and sinks, and drinking fountains.
- Cleaning with chemicals as instructed by the Supervisor, and ensure full compliance with COSHH regulations including correct dilution rates and usage as per data sheets
- To carry out wall washing in toilets to a height no greater than body height plus an arms extension from floor level once each half term and all other walls during the summer cleaning programme.
- Carry out wall washing and inside window pane cleaning to a height no greater than body height plus an arms extension from floor level.
- Comply with policies relating to equalities and environmental issues.
- To carry out any other reasonable duties within the overall function of the job as requested by the Site Manager.
- Adhere to health and safety regulations.
- Participate in the induction training of new employees and annual performance appraisal.
- To use any issued items of protective clothing at all required times and to ensure that Health and Safety regulations are adhered to
- You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.

This job description may be amended at any time following discussion between the Headteacher, members of staff and Chair of Governors and will be reviewed annually.

Mickleover Primary School is committed to the safeguarding of its pupils and all appointments are made subject to full DBS clearance. I confirm that I have full DBS clearance and understand fully the requirements of this job description.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Headteacher): \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_