



## **CORBY OLD VILLAGE PRIMARY SCHOOL.** **JOB DESCRIPTION – CLEANER**

Job Title: Cleaner (generic) 1025

Pay Grade: Grade B - (point 6 to 8)

Weeks per Year: 38 (term time only)

Hours per week – 7.5 hrs (Mon – Fri 6.30am – 8.00am)

Responsible to: Site Supervisor

### **Purpose of the Post:**

To carry out essential cleaning and tidying tasks before school opening times in designated areas of the school to ensure that the school is maintained to a high standard of cleanliness.

### **Principal Responsibilities:**

- Clean designated areas of the school using appropriate tools and materials including brush, mop, duster, vacuum, buffer and polisher as required to ensure a high standard of cleanliness and hygiene is maintained.
- Ensure daily and weekly tasks as assigned are up to date.
- Empty bins and dispose of waste according to school policies on waste and recycling for efficiency and hygiene standards for all school users.
- Top up consumables e.g. soap dispensers/toilet rolls, towels to maintain standards of hygiene and comfort for all users.
- Move furniture and equipment if required, with the assistance of colleagues as necessary to enable cleaning of all areas.
- Clean up spillages as they occur e.g. as a result of drink spillages/ children being ill in accordance with health and safety procedures or deal with as instructed by management.

### **Experience necessary**

The job holder should have a basic secondary education and have evidence of cleaning skills. Must be able to demonstrate the ability to work unsupervised.

In-house training is provided on how to use larger industrial cleaning equipment such as floor buffers, and on the appropriate use of cleaning products. Instruction is given about dealing with spillages such as bodily fluids.