



Heathfield Schools' Partnership

JOB DESCRIPTION

Job title:	Cleaner
Reports to:	Caretaker and Head of School
Grade/Salary	Scale 2
Hours of duty:	10 hours per week / 15:30 – 17:30 Monday-Friday
Weeks	45 weeks per year *

Responsibilities:

- Complete your allocated cleaning tasks to the required standard.
- Seasonal cleaning duties include deep clean during holiday periods as instructed by the caretaker (*see below)
- To work to the reasonable direction of the headteacher/caretaker
- Ensure premises are left secure and furniture in place
- Inform Line Manager of need for additional resources
- Follow school Health and Safety policies
- Follow Absence Policy (available from office) if you are unable to report for duty
- Take part in training including termly Safeguarding Training

Cleaning Tasks:

Classrooms

Daily: sinks, hoovering/clean floors, bins, table tops, spot clean marks
Weekly: Clean skirting, ledges, bookshelves, high up dusting (cobwebs)

Offices:

Daily: carpet, bins, toilets, sinks and surfaces
Weekly: desks, skirting, shelves, ledges

Staff Toilets

Daily: basins, toilets, floors and replenish supplies i.e. soap, toilet rolls, hand towels

Corridors

Daily: carpets, work tops
Weekly: skirting, ledges, surfaces, cobwebs

Pupil Toilets

Daily: basins, toilets, floors, replace soap, toilet rolls (as necessary)

* WORKING ARRANGEMENTS

38 weeks term time plus;
8 hours (4 days) INSET days
40 hours (20 days) during Summer holiday
10 hours (5 days) during Easter holiday
4 hours (2 days) during Christmas holiday
2 hours x 3 (total 3 days) each half term break
2 hours (1 days) for training
Days to be worked in agreement with the Caretaker