Mawsley Community Primary School
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Job title: **Cleaner (Generic)**

Job Ref No

1.   Purpose of job

In one or two sentences explain why the job exists. Focus on the achievement of the key end results of the job.

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

2.   Main accountabilities

List, in order of importance, the main accountabilities which describe key end result areas of the job. Each should contain an action, what is to be achieved or purpose of the action and what the end result will be. **There should be at least 6 but no more than 9.**

1. **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.**

2. **Empty bins and dispose of waste according to school policies on waste and recycling for efficiency and hygiene standards for all school users.**

3. **To check on consumables e.g. soap dispensers/toilet rolls, towels to maintain standards of hygiene and comfort for all users. Report to Site Supervisor if need topping-up.**

4. **Move furniture and equipment if required, with the assistance of colleagues as necessary to enable cleaning of all areas.**

5. **On a regular basis, such as during school holidays, to undertake deep cleaning of walls, skirting boards, paintwork, staircase and handrails etc. to ensure a high standard of cleanliness and hygiene is maintained. – Only if required.**

6. **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.**

Signed Head Teacher…………………………………………………………..

Signed Line Manager…………………………………………………………..

Signed Employee……………………………………………………………….