



Cherry Hinton Church of England VC Primary School and Nursery

High Street, Cherry Hinton, Cambridge, CB1 9HH

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Headteacher: Ms Sally Haiselden

Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| Post | Cleaner |
| Grade | Level 1 Point 2 (£12.65 per hour) |
| Reports to | Headteacher & School Business Manager |
| Responsible for | To clean designated areas of the school with the team of cleaners as specified by the Headteacher. To maintain school premises to the required standard of cleanliness; required to clean all rooms including staffrooms, cloakrooms, group rooms, workrooms, halls, corridors, toilets, offices and all other areas in use. |

Job Purpose

To undertake any work that falls within the range of a cleaning operation, which includes dusting, emptying litterbins, picking up litter, sweeping, washing, vacuum cleaning, scrubbing and toilet/washing facilities cleaning in areas of the school establishment.

Main duties & responsibilities

1. To carry out cleaning work to the required standard and as instructed by the Headteacher and Finance & Premises Support Officer.
2. Report to the Finance & Premises Support Officer any maintenance requirements or issues.
3. Reports any safety or security issues to the Headteacher.
4. To use appropriate cleaning materials as instructed and required.
5. To undertake all tasks in compliance with the Health and Safety at work act.
6. Report cleaning supplies requirements and stock levels.
7. To take the initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but that require attention as part of maintaining overall high standards.
8. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners.
9. To work as part of a team and support, other members of the cleaning team to meet standards and school objectives. Responds to feedback and shows respect and consideration to others.
10. To liaise with Head teacher and Finance & Premises Support Officer to ensure the cleaning rota operates smoothly around school events and outside lettings.
11. To contribute to the overall ethos of the school.

12. To attend relevant meetings and participate in training and development activities and programmes as required.
13. Appreciate and support the role of other professionals and establish constructive relationships.
14. Be aware of and comply with policies and procedures.
15. Ensure safety and security of building when working and those within it.
16. To maintain confidentiality and observe data protection guidelines where appropriate.
17. Duties to include the following:
 - a) Vacuum cleaning hard and soft floors.
 - b) Spot cleaning of spillages.
 - c) Wiping furniture, tables, ledges, pipes, paintwork, doors, door handles and windowsills to the recommended maximum height.
 - d) Emptying and cleaning bins.
 - e) Cleaning toilets including sanitary fittings, surrounds and mirrors.
 - f) Wiping door handles with disinfectant
 - g) Replenishing consumables, e.g soap, toilet rolls, hand towels.
 - h) Mopping and cleaning hard floor surfaces.
 - i) Wiping and polishing furniture.
 - j) Removing fingerprints and marks from glass around the school.
 - k) Annual deep clean including high level dusting, wall and furniture washing etc.
18. Such other duties as may be allocated from time to time.
19. All defects/hazards must be reported immediately to the Finance & Premises Support Officer.
20. Store all equipment and chemicals used in the appropriate manner.
21. To clean internal window glass and internal and external door glass.
22. To sweep / clear external areas of leaves / debris / litter
23. To empty external bins.

This job description will be reviewed annually and may be amended according to changing job requirements.

'Love God with heart, soul, mind and strength - and your neighbour as you love yourself' (Matthew 22.37-39)

Our school values: - Agape; Courage; Thankfulness

Our school vision: - Inquisitive thinkers; Inspired learners; Kind hearts

