

# Somers Heath Primary School

## Cleaners - Job Description



**Start date: 1<sup>st</sup> September 2021**

**Salary: Thurrock Band TLW/Band A £17,962 FTE, Actual £6834 (£9.31/hour)**

**Hours: 15 Hours per week (3 hours per day 3:15 – 6:15pm)**

**Contract: Fixed Term (1 year) until 31<sup>st</sup> August 2022 (with potential extension based on a school needs review)**

**Location: South Ockendon, Essex**

**Reports To: Site Manager/Bursar**

**Liaison With: Site Manager**

**Job Purpose:** To undertake cleaning within the school according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.

- **Duties:**

- To carry out cleaning in all and any areas of the school as directed by the Site Manager
- To carry out as necessary emptying bins and removing waste to a designated area; mopping; sweeping; spray cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning. Also, as required and following appropriate training, machine scrubbing and drying; buffing; suction cleaning.
- Specialist cleaning tasks which may include carpet cleaning, upholstery cleaning removal of stains, chewing gum and graffiti etc stripping and dressing/sealing floors, de-scaling sanitary appliances.
- Replenishing hygiene requisites as appropriate.
- Keeping equipment and storage areas in a clean and safe condition.
- Securing/closing internal doors and windows as appropriate
- To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, Wet pick-ups and in health and safety and the use of cleaning chemicals
- To notify the Site Manager or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff
- All employees are expected to show a responsible attitude to health and safety issue and have due regard for their personal safety and that of others
- Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Headteacher and Governing Body.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment