



HAZELMERE JUNIOR SCHOOL
Hawthorn Avenue, Colchester, Essex, CO4 3JP

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Headteacher: Ms Paula Pemberton

JOB DESCRIPTION - CLEANER

Job Title	Cleaner
Grade	Band 1 to Mid-point (Scale 1 from April 2020)
Reports to	Business Manager and Caretaker
Responsible for	N/A
Liaison with	Business Manager, Caretaker and Classroom Teachers
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	<ul style="list-style-type: none"> • To carry out cleaning in all and any areas of the school. • Frequency of cleaning to be undertaken as directed by Procedure Codes. • Assisting with the locking and unlocking of school buildings and rooms. • To carry out as necessary the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners. • To assist as necessary with the cleaning up after break-in or vandalism at the school. • In emergency situations to assist with the clearing of snow and ice from paths and entries. • To undertake training in the correct use of cleaning equipment such as floor machines, Vacs, wets pick-ups and in health and safety and the use of cleaning chemicals. • To notify the Caretaker 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 issues and have due regard for their personal safety and that of others. <p>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.</p>
General	<ul style="list-style-type: none"> • 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 & 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 in this commitment.