

# Chapel Hill Primary School & Nursery

## JOB DESCRIPTION

<b>Title of Post:</b>	Cleaner
<b>Salary Scale:</b>	Scale 1 Point 2
<b>Hours:</b>	6:00 am - 8:00am, Monday to Friday 10 hours per week, 51 weeks per year (6.5 weeks paid holiday to be taken during school closure times)
<b>Responsible to:</b>	Headteacher and Site Manager
<b>Purpose of Job:</b>	To undertake cleaning within the school using a variety of methods and adhering to safety regulations.

### General Duties:

- To carry out cleaning in specified areas of the school.
- To carry out, as necessary, the replacement of 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.
- To notify the Site Manager or Headteacher, 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.
- 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 respect confidentiality at all times

**N.B.** All rubbish to be removed from school and taken to waste bin area.

The details of these activities to be agreed with the Headteacher to ensure that they fit reasonably with hours worked.

Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

Mrs Susan Jackson

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out other appropriate duties as required by the Headteacher/Site Manager. Duties may be varied to meet changed circumstances in a manner compatible with the post held and the competence of the post holder.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.