



Huntingdon
Primary School

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

Cleaner Role Description

Responsible to: Caretaker, Headteacher

Job Description:

- Undertake a range of cleaning duties in a designated area of the school
- Ensure high standard of cleanliness in area assigned to clean

Cleaning tasks will include: Daily/weekly

- Vacuum cleaning of carpet and mat areas
- Emptying of litter bins
- Mopping floors
- Cleaning of toilet and cloakroom facilities
- Cleaning/dusting of surfaces, for example tables, shelves, cupboards
- Cleaning of doors, handles and windows in doors
- Replenish soap, toilet roll, bin liners, hand towels etc
- Clean and vacuum stairs

Other tasks:

- Reporting any maintenance tasks to the Caretaker – e.g. clock batteries, light bulbs
- Reporting any breakages/ repairs to the Caretaker
- Reporting any equipment problems to the Caretaker

Holiday cleaning: 5 hours - Christmas and Easter holidays; 10 hours in Summer holidays. Hours by arrangement with the Caretaker.

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

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the school's management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Name:

Signed:

Date: