

LUMLEY JUNIOR SCHOOL



JOB DESCRIPTION

POST TITLE:	CLEANER - Temporary
RESPONSIBLE TO:	THE HEAD TEACHER
LIAISON WITH:	CARETAKER
GRADE:	Grade 1, Point 3 (corresponding hourly rate £9.6212)
HOUR:	10 hours per week – 3.30pm to 5.30pm Monday to Friday

OVERVIEW

Cleaning designated areas of the school in accordance with Durham County Council cleaning specifications and to ensure these are kept in a clean and hygienic condition on a daily basis as instructed by the Caretaker or Head Teacher.

DUTIES

- To clean designated areas of the school as allocated by the Caretaker or Head Teacher. These areas may be changed, depending on the needs of the school.
- Cleaning, washing, sweeping, vacuum cleaning in a variety of teaching areas. Cleaning of public areas, corridors, etc. children's and staff toilets.
- Polishing and dusting of fixtures and fittings.
- Where appropriate and after instruction, to use powered equipment.
- To follow Health and Safety codes, and also Health and Hygiene code of practices in relation to cleaning, e.g. C.O.S.H.H, siting of warning cones, reporting hazards where identified, etc.
- To report faulty equipment to the Caretaker as necessary.
- Assist in the whole school clean during school closure as per the requirements.
- Required to work without direct supervision, i.e. during school holidays
- Any other cleaning duties that are commensurate with the post as directed by the Head Teacher or Caretaker.
- A willingness to undergo training relevant to the post as and when required for the job.

PROTECTIVE CLOTHING

You will be issued with protective clothing such as tabard/overall, rubber gloves and these should be worn at all times for your protection. You are to be responsible for laundering the garments and the Caretaker will decide when articles need replacing.

ANNUAL LEAVE

This is a whole time post with some hours to be worked during school holidays – this will be liaised with the Head Teacher on a termly basis. Total paid leave entitlement is 26 days for anyone with less than 5 years service, rising to 31 days for more than 5 years service.

You will be given sufficient training in order to ensure a clear understanding of these duties.

This job description will be subject to regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post holder and/or the appropriate trade union representative.