

ST. BEDE'S CATHOLIC PRIMARY SCHOOL & NURSERY

JOB DESCRIPTION

Job Title:	School Cleaner
Grade:	Scale 1B Points 6-7 (10 hours)
Hours:	6.00 – 8.00 am
Employer:	The School Governing Body
Responsible to:	The Headteacher

General duties:

Washing, sweeping, vacuum cleaning, emptying litter/waste bins, polishing and dusting, cleaning internal glass, using powered equipment as appropriate.

Specific Duties

Two Year 3 Classrooms

- Dust and wipe surfaces
- Vacuum carpets and mop wash wet areas
- Clean internal glass as necessary
- Empty bins
- Replenish paper towels and other items as required

Corridor outside year 3 classrooms

- Dust and wipe surfaces
- Vacuum carpets

Two Reception Classrooms & adjacent hallway

- Flush and clean toilets, wash floors, clean hand basins and taps, clean classroom sinks, taps and surround
- Clean internal glass as necessary
- Dust and wipe surfaces
- Vacuum carpet and mop wash wet play areas
- Empty bins
- Replenish soap, toilet rolls, and paper towels as required.

Where applicable –

- all appliances (cookers/washing machine/microwave/toasters/dishwasher/fridge & freezer & hotwater dispensers) to be cleaned inside and out (weekly)
- freezers to be defrosted (half termly)
- aprons & tea towels to be washed in washing machine (PPA Room or Nusery), dried and returned to appropriate area

To undertake any additional duties assigned from time to time appropriate to the responsibility of the post.

The normal working week is from Monday morning until Friday night.

The weekly total of 10 hours will be worked.

The use of these hours will be a matter for the Headteacher, School Business Manager and/or School Caretaker in accordance with the requirements of the school.

Duties may be reassigned from time to time according to school requirements and may vary between terms and closure periods.

INFORMATION TO NOTE

The Maintenance Team will meet periodically to discuss aspects of the work

This job description is to be read in conjunction with the summary of duties for cleaning/caretaking staff document and list of deep clean duties to be undertaken during school holidays.