



'For Every Child to Reach their Potential and Live life in all its Fullness'

Part-Time (pm) Cleaner

Hours of Work: 3.00pm to 6.30pm (3 hours, 30 minutes per day) 17 hours 30 minutes per week
85 hours holiday (35 hours term time / 50 hours non-term time)

Grade: G2

This job description outlines the roles and responsibilities of the school cleaner at Hindsford.

Day to Day Tasks:

- To work closely with the school caretaker to ensure that the cleaning rota is followed each day and that all areas of school are cleaned to a high standard. This will include tasks such as sweeping, hoovering, mopping, emptying bins, cleaning tables and other surfaces, wiping down equipment, cleaning door handles/light switches/skirting boards/blinds, glass cleaning, dusting and emptying the dishwasher etc.
- To replenish key resources such as toilet rolls, paper towels and soap dispensers.
- To carry out any additional task set by the Headteacher / Deputy Headteacher linked to the cleanliness of the school.
- To report any broken furniture, damage to property, areas of concern around the school building or to the school caretaker.
- To ensure that all cupboards storing cleaning products and equipment are locked when the children are in school.

Training:

- To receive training once every two years in the following areas: Legionella, First Aid at Work, Working at Height & COSHH.
- To be familiar with and adhere to the school's H&S Risk Assessments and Policies.
- To attend annual safeguarding school training.
- To complete the prevent Radicalisation and Extremism on-line training once a year.
- To be familiar with the school's Child Protection Policy and DfE Keeping Children Safe in Education Part 1.
- To understand that safeguarding is the responsibility of all staff members and report any concerns to the DSL.

School Holiday Tasks:

- To use the time when the children are not in school (half term and summer holidays etc.) to carry out deep clean tasks such as:
 - Cleaning external and internal windows.
 - Pulling trays out and cleaning the cupboards.
 - Removing items from the shelves and cleaning them.
 - Steam cleaning the carpets.
 - Deep cleaning chairs and tables.