

**BALCARRAS SCHOOL
JOB DESCRIPTION**

JOB TITLE:	Cleaner
RESPONSIBLE TO:	Cleaning Manager
RESPONSIBLE FOR:	None
GRADE:	Balcarras Cleaner rate
JOB PURPOSE:	To undertake the cleaning of designated areas of the premises to ensure that they are kept in a clean and hygienic condition.

Main Duties and responsibilities:

- 1) To clean areas allocated in a satisfactory manner and in accordance with laid-down standards
 - i) Cleaning
 - ii) Washing of Floors, walls, etc (including toilets)
 - iii) Sweeping
 - iv) Vacuum cleaning
 - v) Emptying of litter bins
 - vi) Polishing and dusting of the designated areas (which include toilets and shower areas) the fixtures and fittings using, where appropriate, powered equipment
- 2) Cleaners will be required to use, under proper supervision, stepladder and/or "kick along" steps to facilitate the cleaning on internal wall surfaces and windows.
- 3) Cleaners will be required to work in any part of the establishment; using safe working practices at all times.
- 4) To ensure that Health and Safety regulations are adhered to at all times.
- 5) To ensure that cleaning materials and equipment are used only as specified and that they are returned to safe custody after use.

PRINCIPAL CONTACTS:

All levels of teaching and teaching support staff, pupils, parents, Governors, contractors and external bodies.

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

October 2017