
	<p><u>Dawpool Church of England Primary School</u></p> <p><u>Job Description: School Cleaner</u></p>	
Purpose:	Under the direction and instruction of the Caretaker to undertake the cleaning designated areas within the school premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.	
Reporting to:	Head Teacher	
Liaising with:	Deputy Headteacher / Headteacher	
Disclosure level:	Enhanced DBS	
Christian Ethos:	To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England School, securing its Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.	
Duties and Responsibilities		
<ul style="list-style-type: none">• Closure cleaning• Sweeping, vacuum cleaning and mopping floors• Emptying litter bins• Polishing and dusting surfaces, fixtures and fittings• Cleaning of toilets including the replenishment of toilet paper and other disposables• Using appropriate power equipment e.g. vacuum cleaners• To notify the line management or other senior member of staff of any damage to buildings and equipment or anything seen to be dangerous to pupils and staff.• To inform the caretaker of matters requiring attention e.g. light bulb replacement, blocked toilets etc.• To inform the caretaker when there is low stock of cleaning materials and disposables etc.• To undertake training in the correct use of cleaning equipment as appropriate.• Flexibility to cover additional one-off occasions i.e. Parents Evenings, Meetings, Visits, etc.		
Other Specific Duties:		
<ul style="list-style-type: none">• To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.• To support the School's Health and Safety policy and undertake risk assessments as appropriate.• To comply with the internet code of practice.• To show a record of excellent attendance and punctuality.		
This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.		
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.		

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Dawpool Primary will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

September 2023