

Hartwell Primary School
A Church of England Academy



Post Title: Cleaner in Charge

Responsible to: Headteacher

Supervised by: School Business Manager

Hours of Post:

- 15 hours per week (39 weeks)
- 3 hours per day, 3:15pm to 6:15pm
- 5 days per week during term time plus 1 week working during school holidays by arrangement with the School Business Manager

Purpose of the Post:

The Cleaner-In-Charge will work alongside the cleaner in maintaining high standards of cleanliness throughout the school. The Cleaner-In-Charge will also support the School Business Manager with site security and maintaining effective health and safety procedures.

The Cleaner-In-Charge will work co-operatively with all staff members, and support others to ensure the well-being of the school team and the efficient running of the school.

SPECIFIC DUTIES

Security

- Lock up the school building at the end of each day
- Maintain the security of school premises by securing entrances/exits as appropriate & reporting potential security breaches
- Support School Business Manager with fire and burglar alarms checks on a regular basis.

Cleaning and Maintenance

- Be responsible for ensuring the cleanliness of the school and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with School Business Manager, and other members of staff as required to ensure the cleaning rota operates smoothly around school events.
- Report cleaning supplies requirements and stock levels to the School Business Manager.
- Ensure Health & Safety, quality and general procedure compliance
- Work as part of a team and support the cleaner to meet standards and school objectives

- Undertake emergency/additional cleaning duties
- Deep cleaning school during school holidays
- Operation of boilers for heating and hot water
- Oversee waste and recycling bin collections

Organisation

- Order cleaning supplies
- Maintain & arrange orderly & secure storage of supplies
- Undertake basic record keeping as directed by School Business Manager
- Report faulty equipment & other maintenance requirements to School Business Manager
- Support School Business Manager in maintaining appropriate service records of all emergency equipment

Responsibility

- Be aware of and comply with policies & procedures relating to child protection, health & safety, security and confidentiality reporting all concerns to an appropriate person
- Contribute to the overall ethos, work & aims of the school
- Appreciate & support the role of other professionals
- Treat all users of the school with courtesy & consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Contribute to the development of Health & Safety Policy by ensuring the school complies with Health & Safety legislation (Inc COSHH) & associated Codes of Practice & acknowledged good practice.
- Participate in training & other learning activities and performance development as required
- Comply with health & safety procedures at all times
- Promote & ensure the health & safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Statutory Compliance Monitoring

- Undertake fire alarm, emergency lighting and other testing with Site Manager