



Ambleside Primary School
Minver Crescent
Aspley
Nottingham
NG8 5PN

School Cleaner Job Description:

Job Purpose

To be responsible for the cleanliness and hygiene of public and staff areas of the school buildings and the tidiness of the exterior

Principal Duties and Responsibilities

- To undertake all aspects of cleaning as required, in keeping with the level of the post. This will include vacuuming, polishing, washing, sweeping etc, to a high standard, in all areas of the school buildings.
- To keep external pathways etc tidy.
- To work to a checklist, which details areas responsible for cleaning, ensuring that all areas are cleaned regularly.
- To undertake light laundry duties, such as tea towels, handtowels and dusters.
- To inform your Line manager of any needs/requirements to enable you to perform your duties, such as replenishment of cleaning materials etc.
- To inform the Line Manager of any concerns regarding the security, health and safety or fabric of the building.
- To work within COSHH regulations, using only cleaning materials as supplied, and to take due care with regard to health and safety.
- To work professionally as part of a team with other school staff, including regular meetings with the line manager.

Hours of work

The working week will be 12.5 hours. Working hours to be agreed with the Head Teacher, to be flexible to adjust on occasions to reflect events held at the school such as Open Evenings and own circumstances.

The salary will be subject to the final outcome from Single Status.

All staff are expected to maintain high standards of customer care in the context of the City Council's Core Values, to uphold the Equal Opportunities Policy, Race Equality and health and safety standards and to participate in training activities necessary to their post.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by the Head Teacher / Senior Caretaker, the responsibility level of any other duties should not exceed those outlined.

Postholder's immediate supervisors – Senior Caretaker & School Business Manager.

Numbers and grades of any staff supervised by the postholder: None

