

## CENTRAL BEDFORDSHIRE COUNCIL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Cleaner
<b>RESPONSIBLE TO:</b>	Headteacher, School Business Manager & Site Manager
<b>JOB PURPOSE:</b>	To maintain school premises to the required standard of cleanliness; required to clean all rooms, toilets, cloakrooms, staircases, corridors, halls, laboratories and all other areas in use.

#### **Main duties and responsibilities:**

1. To carry out cleaning work to the required standard and as instructed by the Site Agent/Caretaker or Assistant.
2. To report to the Site Agent/Caretaker or his/her authorised deputy, matters that are likely to affect their work or other matters they consider that they should be aware of.
3. To use cleaning materials appropriately and economically; to inform Site Agent/Caretaker when stocks are low.
4. To ensure that tools and equipment are in good working order, reporting any faults to the Site Agent/Caretaker.
5. To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
6. To undertake any non-routine cleaning tasks as instructed by Site Agent/Caretaker or authorised deputy. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
7. To work to Council guidelines at all times particularly in relation to health and safety policy.
8. To attend all essential health and safety training courses as determined by the management of the school and/or the Council.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To undertake any other duties of a similar level and responsibility as may be required.