



The Blake CE Primary School

Cogges Hill Road, Witney, Oxon OX28 3FR

Telephone 01993 702840

Email office.3600@blake.oxon.sch.uk

Headteacher Tim Edwards-Grundy



Loving, learning and flourishing in community

Cleaner Job description

This job description describes in general terms the normal duties which the post-holder will be expected to undertake but the postholder will be required to undertake any such duties as may be reasonably required of them by the Site Manager. Where the job or duties described vary or are amended, there will be no change to the level of responsibility associated with the post.

Job Purpose:

To ensure the high standards of cleanliness, hygiene and presentation are maintained throughout the premises.

Principal responsibility areas:

- to work flexibly with other colleagues in the Premises Team
- to complete a designated list of cleaning duties as directed by the Site Manager
- to monitor the cleanliness of their designated area and to take action when high standards are not being maintained
- to report any health and safety issues directly to the Site Manager
- to assist in any site/equipment checks as required

Key Tasks:

On a daily basis:

- vacuuming all carpeted areas
- cleaning surfaces
- cleaning and disinfecting all adult / pupil toilet areas including floors
- replenishing toilet rolls, paper towels, soap dispensers as required
- cleaning sinks, surfaces and floors in shared areas
- cleaning all tabletops in classrooms
- emptying bins in all areas, replenishing bin liners and taking waste to the bin store

During the school holidays the Site Manager will designate other specific tasks.

The postholder is expected to undergo training appropriate to the role both online and face to face as required.