



SPRING VALE PRIMARY SCHOOL

JOB DESCRIPTION

Cleaning Assistant

Job Purpose:

To work under the direction of the site manager and Headteacher ensuring safety, cleanliness and comfort conducive to the working needs of children and employed staff on the school site.

MAIN DUTIES & RESPONSIBILITIES:

1. Collect & bag up all refuse and deliver to collection points or bin areas
2. All floor maintenance including the use of machinery e.g. All hard floors including concrete, vinyl, wood etc. all carpeted floors.
3. Damp dust all furniture and fittings, all radiators, pipes and ledges.
4. To clean all toilets, wash rooms and sluice rooms, laundry rooms.
5. To participate in training courses as required.
6. To work as part of the cleaning team.
7. Maintaining material and equipment in a clean & tidy condition.
8. Reporting any faults in the machinery or the building fabrics to the cleaning supervisor.
9. Ensuring safe working methods are adhered to

PERIODICAL DUTIES (Usually in School Holiday Periods):

1. High damp dusting
2. Cleaning office partitions and inside windows in classrooms.
3. Deep cleaning of furniture and fittings e.g. cupboards, desks & chairs.
4. Washing down walls/wall tiles in classrooms, toilet areas, wash rooms, sluices and laundry rooms.

Any other cleaning duties commensurate with the post, subject to any reasonable adjustments under the disability Discrimination Act.

THE POSTHOLDER MUST COMPLY WITH THE COUNCIL'S EQUAL OPPORTUNITIES & HEALTH & SAFETY POLICIES.

Hours of Work:

2.25 hours per day, 3.30p.m. to 5.45 p.m.

Hours in school holiday period to be arranged with Site Supervisor & Headteacher.

It is a condition of service that annual holidays should be taken during school closure.

Cleaning staff must be available for work during the first two and last week of the Summer holiday before children start back to school.