

**CLEANER**  
**JOB DESCRIPTION**

**JOB TITLE:** CLEANER  
**GRADE:** NJC Grade A  
**LOCATION:** Bickleigh Down CE Primary School (VA)  
**RESPONSIBLE TO:** Caretaker  
**PURPOSE:** To work as part of a team providing a cleaning service to all parts of the School in accordance with the specification. The postholder is expected to be sympathetic towards the pupils of the School, towards the ethos that the staff have developed and to carry out their duties accordingly.

**KEY TASKS:** To clean such part of the premises as allocated by the Caretaker. This may entail the use of mechanical cleaning aids (for which training will be given), but will also include more traditional methods.

- Assist in the moving of furniture and moveable fittings
- Ensure the premises are made secure if instructed
- Replenish consumables as required
- Report any building defects and vandalism immediately to Caretaker
- Report any defects in cleaning equipment immediately to Caretaker
- Take part in training where necessary to carry out your duties effectively
- Observe all Health and Safety requirements during the cleaning operation.
- Any other duties of a similar level or nature as required

**Occasional tasks may include:**

- the cleaning of paintwork, lamp shades and internal windows up to a height of 11 feet (using safe working methods)
- external cleaning duties in playgrounds, paths and drives.

**Date:** .....

**Signatures:** Headteacher.....

Post holder.....