



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Cleaner in Charge</b>
<b>Post Number:</b>	<b>CLICH-OFPS</b>
<b>Department:</b>	<b>Learning &amp; Skills</b>
<b>Division/Section:</b>	<b>Schools</b>
<b>Location:</b>	<b>Oak Field Primary School</b>
<b>Post Grade:</b>	<b>Grade 3</b>
<b>Responsible To:</b>	<b>School Bursar and Services Manager</b>

### Main duties and responsibilities

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To oversee all aspects of cleaning – i.e. dusting, hoovering, mopping, toilet cleaning, clearing rubbish
- Arrange and facilitate intensive cleans at appropriate times throughout the school year.
- To oversee, provide and maintain a high level of cleanliness across the school.
- Manage stock for all cleaning products / equipment and liaising with the School Bursar and Services Manager to make orders
- Manage any deficiencies / issues with equipment.
- Arrange cover in the event of staff sickness with the support of the School Bursar and Services Manager
- To adhere to Health and Safety /COSH regulations
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the headteacher or manager from time to time

### Candidate Requirements

- Clean enhanced DBS
- Previous experience of working within the cleaning sector, preferably within a school environment
- Good understanding of cleaning products and methods
- Positive and self-motivated with the ability to be flexible and responsive to changes in demands
- Ability to work well on your own initiative as well as part of a team

**SIGNED:**  
(Director/Chief Officer)

**DATED:**

**SIGNED:**  
(Postholder)

**DATED:**