



Job Description

Job Title:	Cleaner
Location:	Ryarsh Primary School
Grade:	KSA - 2026 - (pro rata)
Hours:	10 hrs per week
Weeks per year:	38 Plus up to 30 hrs to be worked during the summer holidays for an annual deep clean.
Responsible to:	Office Manager
Responsible for:	None

PRINCIPAL ACCOUNTABILITIES

1. Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors/walls, emptying bins, etc. to ensure high standards of cleanliness and hygiene at all times complying with current KCC guidelines and the school cleaning manual.
2. Maintain clean toilets to ensure hygiene standards are met, to include replenishing hand towels and toilet rolls, as necessary
3. Carry out emergency cleaning in critical areas e.g. toilets, as directed by the Head Teacher/Line Manager, where a health risk is deemed to exist.
4. Ensure that deliveries of cleaning supplies are correctly handled and stored in the cleaning cupboard.
5. Maintain the security of the premises by opening and closing premises if required and maintain a safe working environment staff, pupils and visitors.
6. Ensure the staffroom kitchen area is left clean and tidy at the end of each day, including filling and emptying the dishwasher as necessary.
7. Report, on the correct forms, any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out.
8. Undertake, during holiday periods, a complete deep clean of all, moving furniture to clean behind it, skirting boards, etc., to ensure all areas are clean and fresh in accordance with current KCC guidelines and the school cleaning manual.

9. Undertake the daily cleaning duties of the establishment following certain events e.g. parent consultation evening, open evening or during the weekend following a school event e.g. PTFA fundraising events either the following morning or over the weekend.
10. Ensure no damage is caused to spoil fabric, furniture or fittings or the building in the course of cleaning.
11. Attend training courses (including Safe Guarding) as required.
12. Comply with Health & Safety, Fire Regulations and other County policies.
13. To carry out any other duties to meet the changing demands of the school as requested by the Headteacher or Office Manager.

Safeguarding

Ryarsh Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Performance Management Process.

Signed:(post holder) Date:

Signed:(Headteacher) Date: