



# Benson C of E Primary School

Oxford Road, Benson, Wallingford Oxon. OX10 6LX

Headteacher: Mrs. Helen Crolla

## Job Description

**Post:** Cleaner  
**Hours:** 20 hours per week (Monday to Friday; 4 hours per day; 2.30pm–6.30pm)  
**Salary:** Grade 3 (£7.97 per hour)

### Duties

1. Carry out cleaning to the standards required by Oxfordshire County Council, and the Quality procedures to include:
  - a) Suction cleaning of carpeted areas
  - b) Mop sweeping of hard floors
  - c) Damp mopping of hard floors as required
  - d) Clean toilet areas (wc, urinal, washbasins, etc) wet mop floors
  - e) General dusting to include desks, furniture, chairs and ledges
  - f) Clean doors, including polish glass insets

### Objectives

1. Support the Caretaker in ensuring high standards of site maintenance ensuring resources are used in a cost effective manner throughout the school
2. Ensure the building and fittings are maintained to a high standard
3. Maintain a professional image and be courteous to members of the public, pupils and staff at all time, reporting verbal or physical abuse to your line manager immediately
4. Health and Safety must be adhered to at all times, making sure all facilities are safe for pupils, staff and public use

### Responsibilities

1. Carry out the cleaning of the designated school area
2. To make sure any danger areas are cordoned off and adequate warning signs are in place
3. Report any problems that will affect the smooth running of the school immediately to the Headteacher
4. To be willing to undertake any training required to update or allow safe working practices
5. Ensure accident reports and near misses are completed when required
6. Ensure any items of PPE required are worn and safety equipment is requested and used as appropriate
7. To carry out any reasonable instruction as requested by your line manager

### Key Daily Tasks

1. Ensure all cleaning responsibilities are carried out
2. Communicate with the Caretaker as and when required within the scope of the cleaning role
3. Adhere to all of the school's Health and Safety policy as appropriate

Date: June 2017



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## **Safeguarding**

- Provide an up to date enhanced DBS check and documents supporting identification;
- Ensure the safety of all pupils by identifying the child protection officer within the school – to ensure relevant and appropriate dialogue can be maintained if required.
- Adhering to the School's Child Protection Policy and associated guidance.

## **Health & Safety**

- Have regard, knowledge and understanding of own Health and Safety and the operation of the policies on Health and Safety within the school setting in order to safeguard all stakeholders.