



## Crowmoor Primary School Cleaning Assistant - Job Description

**Duties and Responsibilities:** To carry out cleaning and associated duties at Crowmoor Primary School or at buildings on the School Site owned or operated by the County Council.

**Specific responsibilities include:**

- Cleaning duties include washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard as per the cleaning schedule.
- Emptying litter/waste bins, etc., and removing waste to designated areas.
- Cleaning of toilets and washrooms to the required standard where allocated, including toilets, urinals, sinks and drinks fountains.
- Spray cleaning, scrubbing floors and re-sealing with polish.
- To replenish consumables such as soap and paper hand towels.
- Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners) – after receiving proper instruction and training.
- To use chemical agents as directed by the site manager – after receiving proper instruction and training.
- Clearing up after flooding and/or any other emergency cleaning.
- To work under the direction of the Site Manager and ultimately the Head or School Business Manager.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To abide by all schools policies and procedures.
- The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.