

Greenholm Primary School

Cleaning Job Description

JOB PURPOSE

- To provide a clean and pleasant environment to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it.
- To help maintain the fabric of the school building.
- To maintain cleanliness to prevent any health risks from occurring in schools.

DUTIES AND RESPONSIBILITIES

- To clean a specified area of the school to the required standard as instructed by the Supervisor.
- Wash floors, surfaces, fixtures and fittings and walls up to a specified height.
- Cleaning inside windows up to a specified height.
- Sweeping and vacuuming floors.
- Polishing and dusting surfaces and furniture.
- Cleaning toilets and shower areas.
- Use cleaning materials as appropriate, and according to their instructions for use.
- To empty bins and remove rubbish from the premises.
- To report any damages to school property or other relevant matters to the Supervisor.
- To use cleaning equipment as directed.
- To undertake relevant non-routine cleaning as instructed by the Supervisor.
- To undertake any relevant training as required.
- To comply with the requirements of the Health and Safety at Work Regulations.
- To take reasonable care for the health and safety of themselves and for others.
- To cooperate with the employer in ensuring that health and safety responsibilities are carried out.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to health and safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed visions and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents' evenings.
- Any other duties as commensurate within the grade to ensure the smooth running of the school.

Dated: 11/02/2026