



CHESHAM PREPARATORY SCHOOL

JOB DESCRIPTION DAYTIME CLEANER

Cleaning duties

The role is to clean the buildings and the school site.

- To clean toilets and the sick bay at times of the day that suit the school timetable.
- To clean and sweep the dining room during the lunch period.
- Assist in keeping areas clean and tidy.
- Dispose of waste in the appropriate bins.
- Report defects to the Estates Manager.
- Any duties requested by a member of the Senior Management Team (SMT) or the Estates team which would be recognised as general cleaning duties.

Discipline, Health and Safety

- Emphasise and ensure the highest standards of safety and of safe methods of working in such areas where potential hazards exist.
- Take advice and instruction from your line manager and members of the SMT.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. You are responsible for cooperating with the Head, the Bursar and members of the SMT in order to enable the Governors to comply with health and safety duties. You are also responsible for reporting any risks or defects to the Estates Manager and Bursar.

General Code

Maintain acceptably high personal standards of appearance, behaviour and punctuality. Set a good example for all children to follow.

Professional Standard

- Be professional at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Follow school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.