



## CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

Bartholomew Road, Cowley, Oxford, OX4 3QH

Website: [www.churchcowleystjames.org](http://www.churchcowleystjames.org)

Telephone: 01865 778484

Fax: 01865 774915

E-mail: [office.3210@church-cowley-st-james.oxon.sch.uk](mailto:office.3210@church-cowley-st-james.oxon.sch.uk)

---

Head Teacher: Steve Dew

**Post:** Cleaner in Charge

**Post Holder:**

**FTE /Hours:** 37 hours per week

**Responsible to:** School Manager

**Grade:** 3

**Date Reviewed:** April 2021

### TASKS – OPERATIONAL

#### Cleaning and maintenance

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure
- Undertake cleaning duties including graffiti removal, leaf/litter-picking
- Undertake emergency cleaning duties
- Undertake activities to maintain safe and clean external environment e.g. gritting
- Assist with minor/simple repairs e.g. changing light bulbs, unblocking drains/toilets, repairing door furniture

#### Waste

- Collecting and appropriate disposing of waste
- Clean and maintain waste bins and assemble waste for collection

### TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Maintain basic records
- Maintain COSHH folder
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Ensure lights and other equipment are switched off as appropriate
- Ensure availability to staff of equipment and cleaning supplies
- Monitor and manage supplies within an agreed budget, cataloguing resources and undertaking audits as required
- Promote and ensure the health and safety of pupils, staff & visitors at all times

### ORGANISATION & SUPERVISORY

- Maintenance of specialist equipment, check for quality/safety, and report other damages/needs
- Assist in the recruitment, training and development of cleaning staff as required
- Supervise assigned staff and ensure cleaning is in accordance with agreed specification
- Organise cleaning routines to comply with specified standards

**CHURCH COWLEY  
ST JAMES**



**PRIMARY SCHOOL**

**CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL**

Bartholomew Road, Cowley, Oxford, OX4 3QH

Website: [www.churchcowleystjames.org](http://www.churchcowleystjames.org)

Telephone: 01865 778484

Fax: 01865 774915

E-mail: [office.3210@church-cowley-st-james.oxon.sch.uk](mailto:office.3210@church-cowley-st-james.oxon.sch.uk)

---

*Head Teacher: Steve Dew*

- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Liaise with line manager & attend meetings as required
- Maintain and arrange orderly and secure storage of supplies

**RESPONSIBILITIES**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the Bursar, for the administration and control of appropriate areas of the budget
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
- Comply with health and safety policies and procedures at all times

This job description sets out the duties of the post at the time it was drawn up. In addition the post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed.

Signed \_\_\_\_\_ **Post Holder**

Signed \_\_\_\_\_ **Headteacher on behalf of the Governing Body**