



## JOB DESCRIPTION - CLEANER

<b>POST:</b>	Cleaner
<b>SCALE:</b>	SC1A, SP2
<b>RESPONSIBLE TO:</b>	Site Manager
<b>FUNCTIONAL RELATIONS:</b>	All members of the school staff Local Authority Officers and Inspectors
<b>EXTERNAL RELATIONS:</b>	Parents and Carers Other external agencies of the Council
<b>TERMS:</b>	Fixed Term – 12 months 52 weeks per year Monday to Friday 22.5 hours per week Split shift - 6:30-8:30 and 15:30–18:00 £16,159 per annum
<b><u>MAIN OBJECTIVES</u></b>	
1. To keep the school to a high standard of cleanliness and hygiene and thereby to contribute to the learning environment. This is a physical job and may include some light-to-medium lifting and moving items around the school.	
<b><u>MAIN DUTIES AND RESPONSIBILITIES</u></b>	
<ol style="list-style-type: none"><li>1. To collect key to own store cupboard from site manager and obtain necessary materials and equipment from that store.</li><li>2. To empty recycling and general wastepaper bins into their appropriate sacks and ultimately in the appropriate outside bins. To keep potentially hazardous/infectious materials (eg. glass), separate and deal in accordance with the Council's safe working practices.</li><li>3. To pick up litter from carpeted areas and dispose of it with the contents of wastepaper bins.</li><li>4. To damp dust and/or wipe surfaces (desks, benches, chairs etc) ensuring that they are cleaned of paints, glue, other sticky substances, clay, sand, water etc.</li><li>5. To sweep hard floor surfaces and vacuum clean carpets, dealing as necessary with spillages, biological waste, etc.</li><li>6. To mop and wash floors, depending on the use to which the area has been put and the nature of the surface (concrete, lino, tile, woodblock) and ensure the mop is cleaned and stored properly after each use. In some areas, the use of a floor machine will be necessary – training will be given.</li><li>7. To check on polished furniture and polish as necessary.</li><li>8. To check on specialist areas (art rooms, sensory room, etc) dealing with spillages and resistant stains and materials in accordance with Council's safe working practices.</li></ol>	

Headteacher Leon Choueke

9. To clean toilets, including lavatory pans, hand basins and fixtures and fittings using cleaning fluids and disinfectant as appropriate and in accordance with safe working practices.
10. To clean and scour inside and outside of sinks, handbasins and taps and report blockages to the site manager.
11. Refill soap dispensers and toilet roll dispensers in all cubicles and staff lavatories.
12. Wipe tiles, polish mirrors
13. To ensure that sufficient cleaning materials are available by checking how much is left and informing the site manager when the amount is low.
14. To work co-operatively with other cleaners.
15. At the end of each shift, to put away own materials and equipment in store cupboard ensuring that the equipment is clean.
16. To ensure that the store cupboard is locked, and the key returned to the site manager at the end of the shift.
17. To report broken windows, failed light bulbs, health and safety hazards etc to the site manager.
18. To collect up the personal possessions of teachers and pupils which have been left in the classroom and take them to a designated point or, if they are valuable (money, watches, jewellery) to hand them to the site manager.
19. To deal appropriately with pupils found on the premises after school (ie to take to site manager or to report the whereabouts of the pupil to the site manager).
20. To wash own work clothes at home.

***Possible Additional Duties***

21. To move light furniture, deliveries, supplies etc. within the school, using appropriate equipment where needed and in accordance with Health and Safety guidelines.
22. To ensure external areas including children's playgrounds, drinking fountains and landscaped areas are free of litter, leaves, snow, animal/biological waste, and cleaned as appropriate.
23. Assist in Legionella control safety measures (e.g., running/descaling taps, drinking fountains), as required.

***During school closures:***

24. To assist with deep cleaning of the school premises.
25. To wash and disinfect waste paper bins.
26. To wash walls to a height reached from the floor, doors, furniture and empty shelves. Books, materials, toys and equipment to be removed from the shelves by teaching staff.
27. Individually or with the help of other cleaners and/or site managers, to move furniture, roll carpets etc, to make it possible to clean and maintain floors.
28. Operate carpet cleaning machine to clean carpets to a high standard.
29. Strip and re-polish various types of floors
30. To clean and polish glass in doors and partitions as and when required.

*NB: This job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive/exhaustive list. The individual is expected to take on additional duties expected of a cleaner, as and when required. Our ideal candidate will be flexible and able to work additional paid hours given advance notice.*

**Headteacher Leon Choueke**

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