

JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title:	Cleaner
Grade:	Scale 1
Responsible to:	The Site Manager or School Business Manager
Purpose of the Job:	To ensure the clean and hygienic presentation of the building to a standard that facilitates the efficient management of the school for the purposes of education and community activity.

Main Duties and Responsibilities:

1. To report to the Site Manager at the start of each period of duty and receive any instructions for the day
2. To undertake cleaning duties within the school's schedule of cleaning tasks and the associated time allocations for these duties
3. To undertake cleaning tasks outlined in your daily, weekly, monthly schedules
4. To participate in an annual cleaning programme, completing the cleaning tasks as required
5. Be ready to vary your cleaning programme to cover staff absence and specific cleaning tasks
6. Report all damage and faults to the school's building and equipment, which you encounter in the course of your duties, to the Site Manager or in his absence to the School Business Manager
7. Work within the Health and Safety legislation to which the school is subject to, and within the direction of your line manager
8. Attend to the security of the school as directed by your line manager
9. Take responsibility for the presentation of one of the public areas of the school, overseeing its general tidiness and organisation of its furniture
10. Report to the School Office your intention to be absent from work as soon as you know of your intention to be absent, but by the start of your duty period at the very latest

Cleaning corridors, foyers and cloakrooms and toilets	Cleaning classrooms and group rooms
Daily Empty waste bins Clean all floorings by vacuuming, sweeping or mopping Flush clean and damp wipe toilet basins and surrounds Clean sinks and surrounds Check/close windows	Daily Empty waste bins Clean all floorings by vacuuming, sweeping or mopping Clean sinks and surrounds Check/close windows and switch off lights Straighten furniture Damp wipe tables and work tops
Weekly Dust/damp wipe furniture, ledges, fittings etc Clean glass in internal doors and partitions Wipe over doors and door handles	Weekly Move out wheeled furniture and clean floor Clean glass in internal doors and partitions Wipe over doors and door handles
End of each term Move out wheeled furniture and clean floor Wipe over doors and door handles	End of each term Move out wheeled furniture and clean floor Wipe over doors and door handles
Standard No visible sign of dust Mopped and wiped areas to be clean and free from smears A good overall standard of appearance on all furniture, fixtures, fittings and floors	