



## **POSITION: CLEANER**

### **JOB DESCRIPTION**

**JOB PURPOSE:** To ensure the maintenance of a high standard of cleanliness, hygiene and order for all users of the buildings.

**RESPONSIBLE TO:** Caretaker  
Premises Manager  
Bursar

### **MAIN DUTIES & RESPONSIBILITIES**

#### **Classrooms and resource areas**

1. Vacuum or sweep all floors
2. Wash thoroughly all hard flooring
3. Dust all furniture, fixtures and fittings
4. Spot clean marks from furniture and walls
5. Wash or polish all desks and furniture as required
6. Empty all waste bins
7. Thoroughly clean all sinks
8. Spot clean marks on glass
9. Dust ledges, sills and skirtings

#### **Corridors and staircases**

1. Vacuum or sweep all floors
2. Wash all hard flooring
3. Dust furniture, fixtures and fittings
4. Spot clean marks from furniture and walls
5. Spot clean marks on glass
6. Dust ledges, sills and skirtings

#### **Toilets and cloakrooms**

1. Vacuum or sweep all floors
2. Wash hard floors with germicidal agent
3. Dust fixtures and fittings
4. Spot clean marks on walls, etc
5. Empty waste bins
6. Thoroughly clean sinks
7. Replenish hand cleaning supplies
8. Spot clean marks on splash backs
9. Clean sanitary ware
10. Replenish toilet requisites as necessary

## **ADDITIONAL RESPONSIBILITIES OF THE JOB**

- To carry out specific cleaning in designated areas within school buildings as discussed and agreed with the Caretaker/ Premises Manager
- To carry out end of term deep cleaning tasks during the holiday periods as advised by the Caretaker/ Premises Manager.

## **GENERAL**

- To work independently and as part of a team under the direction of the Caretaker/ Premises Manager
- To maintain confidentiality at all times
- To actively engage with the performance management process
- To take part in training when required
- To uphold the staff behaviour policy and all school policies and procedures including those relating to Health and Safety (and COSHH)
- Report faults with equipment and health and safety concerns to the Caretaker/ Premises Manager
- To undertake other relevant duties associated with the job purpose allocated at the discretion of the Headteacher, Bursar or other designated manager

## **PERSON SPECIFICATION**

- Previous cleaning experience is desirable
- Hardworking
- Good teamworker
- Able to use initiative and work without constant supervision
- Reliable, trustworthy and flexible
- Cheerful and pleasant disposition
- Positive, can-do attitude
- Takes pride in their work
- Adaptable and flexible
- High professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils and colleagues
- Suitable to work with children in accordance with the Child Protection Policy

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed:..... Date:.....

Name:.....