



JOB DESCRIPTION

Cleaner

JOB TITLE:	Cleaner
REPORTS TO:	Site Manager
ACCOUNTABLE TO:	Headteacher
THE ROLE:	To provide a cleaning service for the school. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets.

MAIN RESPONSIBILITIES AND TASKS:

The normal duties will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the Site Manager and following Health & Safety guidelines
2. The safe use of chemicals and cleaning materials as instructed by the Site Manager following Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners and polishers following Health & Safety guidelines.
4. To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.
5. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Site Manager.
6. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Site Manager.
7. Duties to include the following:
 - Vacuum cleaning hard and soft floors
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
 - Replenishing janitorial supplies in toilets, etc

- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include cleaning windows, high level dusting, wall washing, etc.

Issued by: Nicola Peck (Headteacher)

Date:

Received by:.....

Date: