

Job Description: Cleaner

Daily Tasks:	• Clean toilets, sinks and surrounds, taps, mirrors, door handles, flush handles, towel holders, with authorised disinfectant and descale WC pans. Replenish all toilet rolls, soap and paper towels as required. • Sweep and then damp mop all hard floors in classrooms, shared areas, public and staff areas and then toilets. • Empty all waste bins. • Vacuum all carpets/doormats in classrooms and shared areas, public and staff areas. • Place rubbish in main waste and recycling bins.
Weekly:	• Descale sinks • Clear cobwebs and dust all ledges/tops of doors/radiators/television in classrooms and shared areas, public and staff areas. • Clean/dust cloakrooms in corners, tops of coat hooks, ledges, shelves and pipes. • Dust/damp shelves, doors, door handles, skirting boards in classrooms and shared areas, public and staff areas. • Clean/dust all venetian blinds, computers and interactive whiteboards. • Clean sinks in shared areas and damp wipe cupboard doors and surfaces/ledges. • Vacuum outside edges of cloakrooms.
Deep Clean – Half Term/Holidays (7 times per year):	In addition to normal cleaning covered above: • Clean (damp wipe) plug sockets and pipes in all areas. • Clean (damp wipe) light fittings (use of ladder required so must have completed Safe Ladder Training). • All sinks scrubbed around taps and inside, and all cupboard doors scrubbed. • Vacuum all edges of carpeted areas. • Clean/dust walls and black posts etc. • Remove all marks and black spots and shampoo/vax one classroom as directed. • Clean hard floors with hard floor scrubbing machine, when directed. • Movement of furniture to clean and vacuum out of reach areas.

The headteacher reserves the right to vary the duties depending on school requirements.