

Job Description

Job title:	School Cleaner
School:	Sybourn Primary School
Responsible to	Site Services Officer
Location:	Waltham Forest, London
Salary:	Scale 1 Pt 2-3 (FTE E25,854-£2638)
Contract type:	Permanent 52 weeks per year

Core duties

To clean the interior of designated buildings within the Lion Academy Trust to the required standards.

General responsibilities

To understand and comply with the Lion Academy Trust's Equal Opportunities Statement.

To uphold and comply within the statutory provisions of the Health & Safety at Work Act 1974 and any other relevant legislation or Lion Academy Trust Policies and Procedures relating to Health & Safety at work.

To carry out cleaning duties as directed.

Occasional duties of a similar nature, up to and including those in the same grade

Specific duties

- To sweep/dust control sweep/spot mop/thorough mop all hard floor surfaces as directed.
- To spot vacuum/thorough vacuum all carpeted floors, upholstered furniture and other areas as designated.

- To dust/dust control dust/damp dust/wash all furniture, fixtures, fittings, surfaces pipes and skirting boards up to hand height as directed.
- High level dusting to be carried out as required using high dust control extending frame.
- To polish furniture as required.
- To clean telephones, including the mouthpiece.
- To empty, replace and clean waste paper bins.
- To remove rubbish to designated collection points, to include all paper waste to be collected in rubbish bags and craft waste to be removed in the receptacle provided.
- To clean sanitary areas as designated to include all toilets, urinals, sinks, basins, showers, baths and associated fixtures and fittings.
- Replace hand towels, toilet rolls and hand soap as required.
- To carry out all floor maintenance duties as directed, using the procedure as laid down, machinery equipment and materials provided for this purpose.

These duties will include the following:

Spray cleaning, machine buffing, stripping floors of water based polishes, repolishing floor using water based polishes, machine scrubbing, hand stripping/scrubbing, maintaining unsealed wooden floors with wax polishes where required, the application of oleo resinous seals to wood floors as required, and carpet cleaning.

- To regularly remove all finger and scuff marks, splashes etc, from internal glass doors, kickplates, walls and paintwork, and to thoroughly clean these items as required.
- To wash walls, tiles and ceilings above hand height as required using equipment supplied. This work to be done by operative from floor level.
- To remove graffiti, chewing gum etc, using laid down procedures.
- To thoroughly clean roller blinds as required using methods and equipment as directed. This work to; be done by operative from floor level.
- To understand and comply with the Lion Academy Trust's Health & Safety Policy.
- To maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the SSO.

Other Duties

To be aware of fire prevention and drill procedures.

To lock doors and return keys to designated places as required.

To maintain confidentiality and security of information and buildings, closing and locking windows as required.

Any other general duties or school requirements in line with role and grading as directed by the Head of school, SLT or Office Manager

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

Appointed Candidate's Name:

Date of Appointment:

Signature of Appointee:

By signing this job description, you are agreeing to its content and context at the date of signing.
Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.