

WESTWOOD PRIMARY SCHOOL

JOB DESCRIPTION

Cleaner Grade A

Post: School Cleaner

Grade: 1

Supervised by: Site Manager

Responsible to: Headteacher

Hours of duty: as detailed in your contract

Holidays to be taken outside the normal school term dates (i.e. during school holiday periods)

The caretaker and cleaning team as a whole are responsible for maintaining high standards of Cleanliness throughout the school. Each cleaner will be responsible for an area and will be Expected to clean to the frequency and standard set out. At the direction of the Headteacher, Deputy Headteacher or Site Manager, cleaning staff will clean other areas as required.

The Headteacher will delegate the monitoring of the cleaning to the Site Manager and it is his Responsibility to ensure that high standards of cleanliness are reached and maintained. From time To time the Headteacher or Deputy Headteacher also will carry out spot checks on any aspect of Cleanliness he feels is appropriate.

N.B this job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive / exhaustive list

Main Duties – Daily

1. Toilet and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Refill paper towels in each dispenser
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner and bleach as instructed

2. Classrooms/ Group Rooms / Staff Room/ Offices/ Meeting Rooms/Hall and Library Areas:

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones

3. Corridors:

- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- Vacuum carpet (spot clean where necessary)
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Polish brass door handles (weekly)
- Doors – remove marks from glass, doors and walls

5. Medical Room / Children's Kitchen:

- clean and disinfect sinks inside and outside with appropriate cleaner
- wipe and disinfect work all surfaces, kitchen units and tiles
- polish mirrors
- wipe windowsill
- clean lavatory basin with appropriate cleaner provided
- clean and mop floor
- clean telephones

6. Any other appropriate duties as required by the Headteacher

Skills/Abilities/Knowledge

- Ability to carry out general cleaning duties as detailed in the Job Description.
- Is punctual and reliable.
- Ability to manage time effectively to complete tasks to a high level.
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work both alone and within a team to achieve specified standards.
- Be flexible to changing demands of the post.
- Take pride in a job well done.
- Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and teams.
- Ability to demonstrate an understanding of why Customer Care is important in employment and service delivery.
- Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- To undertake any training relevant to your role.
- Must be in good health.

Qualifications/Experience

- Able to communicate clearly, understand and follow instructions.
- Experience of undertaking general cleaning duties.

ENTITLEMENT

To receive staff training as appropriate.

Signed: _____

Name: _____

Date: _____

Reviewed annually in accordance with Performance Management procedures