



St Mary's C of E Aided Primary School

Job Description

POST: Cleaner

General Duties

To assist in maintaining excellent levels of cleanliness and hygiene throughout the school site by performing cleaning duties under the direction of the school business manager and premises manager.

To report health and safety hazards and any maintenance issues directly to the premises officer or, in his absence to the Headteacher.

RELATIONSHIPS

Responsible to: Premises Officer & School Business Manager

Follow schedules printed in every room

DAILY TASKS – *In allocated areas*

- To collect, secure and remove all refuse to black bags to the waste bins at the rear of the school.
- To vacuum carpeted floors, spot cleaning spillages and stains
- To sweep or vacuum hard floors.
- To damp mop hard floor surfaces, spot cleaning spillages and stains
- To dust and damp wipe all available surfaces and table tops removing stains where possible.
- To apply furniture polish to all available surfaces.
- To close (and if require lock) all windows and doors on leaving the room.
- To clean all sanitary ware and replenish toiletries.
- To spot clean upholstery to remove spillages and stains.
- Alert premises officer to equipment resource needs.
- Alert Bursar to cleaning product resource needs.

WEEKLY TASKS - *In allocated areas*

- To full clean internal glass and glass panels including internal window frames.
- To dust all vertical and horizontal blinds.
- To dust skirting boards and cornicing removing cobwebs where seen.
- To scrub mop and dry mop the Hall floor – three times a week

MONTHLY TASKS - *In allocated areas*

- To vacuum and or damp mop beneath and behind all moveable furniture
- To rinse all waste paper bins with warm soapy water if needed.
- To dust cupboard tops, computers, monitors, keyboards, interactive whiteboards amplifiers and speakers.
- Vacuum all soft furnishings in public areas and staff areas.

TERMLY TASKS -

- Wash out rubbish bins and waste paper baskets with warm soapy water.
- To vacuum and or damp mop beneath and behind all moveable furniture
- Vacuum & wash where appropriate all soft furnishings in public areas and staff areas

YEARLY TASKS (SUMMER CLEAN) - *under the direction of the SBM and premises officer and paid as overtime*

- To damp wipe all classroom furniture (including chairs) removing stains and marks where possible.
- To remove all trays from classroom furniture, damp wipe interior of unit, damp wipe trays and return trays to unit.
- To damp wipe all furniture in shared learning areas and learning support rooms (e.g. library), removing stains and marks where possible.
- To damp wipe all office furniture, removing stains and marks where possible.
- To dust and damp wipe all skirting boards, including those behind moveable furniture in all areas of the school and radiators.
- To dust and damp wipe all vertical and horizontal blinds in all areas of the school.
- To damp wipe all marks and stains on walls in all rooms and to report damage of stubborn stains to the premises officer for repair.
- To report any necessary repairs to the premises officer.
- To clean all benches and dining tables in the hall.
- To full clean interior and exterior doors.

GENERAL NOTES

- Comply with the School's Health and Safety policy.
- The hours per week of duty will be as those stated at the time of appointment to the post. These hours of duty will only be changed in consultation with the School Business Manager. You are contracted to work the deep clean but at a mutual time to work in with summer commitments.
- As with all other members of school staff, cleaning staff are required to respect all matters of confidentiality relating to the school, the pupils and the staff.
- Except in exceptional circumstances cleaning staff should only take holiday during school closures. Any leave in term time must be arranged with the Principal.

EXPLANATORY NOTES

- a) This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.
- b) This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above.

Employee Signature:	Date:
Headteacher Signature:	Date: