



JOB DESCRIPTION

JOB TITLE: **Cleaner**

JOB PURPOSE:

- To ensure that the buildings are cleaned in accordance with the required specifications.
- To follow Health and Safety regulations as laid down in the school policy.

KEY TASKS

- To carry out the specified cleaning duties within the allocated areas and hours outlined.
- To carry out the school cleaning schedules/specifications as outlined.
- To undertake training on equipment and products as and when required.
- To respond to requests and rectify issues highlighted by the Site Manager or Headteacher.
- To carry out the cleaning duties using methods and products as detailed by the Caretaker. This includes stripping and buffing floors. Training will be given as required.
- To undertake periodic cleaning as and when required on the days and times requested outside of normal school time. Payment will be in addition to the basic pay rate at the standard pay rate.
- To undertake normal cleaning duties at times other than normal working hours as and when requested.
- To observe Southwood's Health and Safety policy, first aid and emergency procedures, copies of which are available from the office and undertake online Health and Safety training as and when requested.
- To ensure that any protective clothing supplied and cleaning equipment provided are maintained in a clean and presentable condition.
- To report all accidents to the Site Manager.
- To report faulty equipment immediately to the Site Manager.
- To inform the Site Manager when supplies are getting low. Sufficient notice should be given in order that supplies do not run out
- To cover for absence by undertaking a basic clean as directed by the Site Manager.
- To observe Health and Safety regulations in terms of not bringing any other persons to work.
- To follow any reasonable request from the headteacher.
- To take pride in Southwood's environment.

To whom responsible: Site Manager

SOUTHWOOD CLEANING SCHEDULE

DAILY

- Floors swept.
- Bins emptied.
- Carpets vacuumed.
- Toilet floors mopped using appropriate cleaners.
- Toilets cleaned including seats.
- Toilet wall/paintwork washed.
- Sinks, hand basins, fountain cleaned.
- Toilet fixtures and fitting cleaned.
- Replenishment of toilet rolls / hand paper towels / soap as needed.
- Adjustment of furniture.
- Matting cleaned.

THREE TIMES PER WEEK (Monday, Wednesday, Friday)

- Desks, tables, work surfaces cleaned.
- ICT equipment dusted (including all computers).
- Mirrors and door windows polished.
- Glazed doors, partitions, view panels cleaned.

WEEKLY

- Window sills and work surfaces cleaned.
- Classroom fixtures and fittings cleaned.
- Tray cupboards/wheeled storage to be pulled out and cleaned underneath/behind.
- Classroom walls and paintwork cleaned.
- Matting cleaned.
- Library bookcases dusted.
- Sink/toilet sanitary ware descaled.
- Fabric chairs vacuumed/dusted.
- Check and clean water fountain reservoirs.
- Hall floor buffed.
- Walls around serving area wiped if necessary.

TERMLY

- Internal classroom/staffroom windows cleaned (where clear).
- Clean under appliances in staff room / cookery area (once appliances have been pulled out).
- High level dusting.
- Gymnastic equipment cleaned (as appropriate).

Signed: _____ Dated: _____