

ST. ANDREW'S CE (VA) INFANT AND JUNIOR SCHOOLS FEDERATION

JOB DESCRIPTION

POST TITLE: Cleaner

GRADE: Scale 1b (SCP 2)

RESPONSIBLE TO: Office Manager, Deputy Executive Head Teacher

PURPOSE OF THE JOB

To work within the cleaning team to provide a quality service that achieves a clean, hygienic, safe and pleasant environment for those at the school to work in or visit.

MAIN DUTIES AND RESPONSIBILITIES

1. To perform cleaning duties and procedures to predetermined standards. This will include daily, weekly and periodic tasks.
2. To be responsible for the thorough cleaning of sanitary ware which includes hand basins, toilets, urinals, showers and baths using the correct colour coded system and hygiene standards.
3. To use electrical floor maintenance equipment for the maintenance of soft and hard flooring this will include wet and dry vacuum cleaners, standard speed, high speed and ultra-speed floor machines.
4. To dry mop and damp mop hard floor surfaces using the correct colour coded equipment.
5. To clean all surfaces which will include damp wipe furniture, fittings, fixtures, ledges, skirting boards and radiators. The polishing of wooden furniture, cleaning and polishing of brass fittings. The vacuum and steam cleaning of upholstered furniture.
6. To collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
7. To clean all internal glass which includes glass panels in doors, partitions and in some buildings the internal facia of the external windows. The periodic cleaning of painted walls and ceramic tiles; this includes the daily removal of marks and stains on wall surfaces, doors and door plates.
8. The manual handling of furniture to facilitate cleaning procedures, the movement and transportation of cleaning equipment and floor machines to work areas.
9. To carry out high level cleaning of ledges, pipes, walls, fixtures and fittings using the appropriate cleaning equipment.
10. To respond to accidental spillage, cleaning of bodily fluids and damage as a result of vandalism as the need arises.
11. To be responsible for their own equipment and materials. This will include safety checking, cleaning and correct storage of the equipment and materials after use. Report damage/repairs required to cleaning equipment and the fabric of the building immediately to the Site Manager.

12. To be responsible for the security of equipment, materials and cleaning storerooms. Responsible for cleaning storeroom keys, internal and external access keys/fobs.

General

1. To attend meetings as required by the line manager.
2. To work within the team and share good practice.
3. To take part in any CPD activities appropriate to the role.
4. Support the development and implementation of initiatives and policies eg data protection, child protection, health and safety.
5. The postholder will be required to undertake any other professional duties as required by their line manager.