



Cleaners Job Description

The Post

The Cleaner reports to the Supervisor and through them to the Facilities Manager.

The Cleaner is to care for and maintain the School's premises and to ensure a safe environment for all. This covers the main School site as well as other sites including the Sports Field and residential houses.

The Cleaner is to promote the ethos and well-being of the School as determined by the Headmasters, in particular with regard to neatness, cleanliness, orderliness, presentation and attractiveness. The Schools' presentation to current and future parents, staff and pupils is of paramount importance. The Cleaner needs to recognise this and to respond promptly to directions emanating from Senior Managers and requests from staff.

The Cleaner is to be physically fit, adaptable and must be able to communicate clearly both verbally and in writing.

Duties

Carry out cleaning duties as directed by the Supervisor.

1. To be responsible for cleaning certain parts of the school site as allocated by the cleaning supervisor.
2. Use cleaning products following initial training, COSHH information and whilst wearing personal protective equipment as required. All cleaning products must be collected, returned and secured to the appropriate cleaning cupboard and cleaning products must not be left in the areas being cleaned.
3. Use equipment as required. Check that equipment (vacuum cleaners etc) are safe before use (e.g. make sure that leads are not damaged). Collect, return and properly store equipment in the appropriate cleaning cupboard. Use equipment so that it does not breach the Health and Safety regulations (e.g. no trailing leads that could give a trip hazard).
4. Use appropriate safety signage (e.g. wet floor signs) and put them back in the cleaning cupboard once finished with.
5. Wear the uniform supplied.
6. Wear security badge at all times.
7. On arrival at site sign in, collect keys and sign for them. On completion of duties return the keys, sign them back in the sign out before leaving site. Keys are to be kept at all times and not left unattended or in doors. Once keys have been signed for they are the cleaner's responsibility.
8. On completion of cleaning a room, please make sure all windows are secured, all lights are turned off and the door is locked.
9. Liaise with teaching and support staff as required.
10. Maintain security and be vigilant of any strangers or visitors on the site and report to the Working Supervisor or Caretaker.
11. Lost property to be handed to the Supervisor.

Duties continued

12. Report any hazards, defects or damage immediately to the Supervisor or Facilities Manager.
13. Maintain standards of hygiene and safety of all cleaning equipment and cleaning cupboards in your charge.
14. Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention to maintain high standards.
15. Advise the Supervisor or Facilities Manager if you are unable to attend work as soon as possible before the start of the shift by telephone to 020 8862 2192.

Specific Cleaning Duties

Daily

1. Empty waste bins into clear disposable sacks and place into the compactor at the Loading Bay. Make sure all bags are put into the compactor and not left out. Flatten all cardboard boxes and pack it into recycling wheelie bins. Put all paper to be recycled in the recycling wheelie bins. Keep waste bins clean.
2. Collect and dispose of any discarded rubbish including chewing gum.
3. Sweep and mop or vacuum clean floor areas including under furniture and radiators. Check and remove any rubbish that is behind radiators.
4. Vacuum and or wipe clean to remove dust and stains or marks from all furniture and fittings using a clean cloth or duster with an appropriate polish / detergent.
5. Clean and remove marks, dust and spillages from all vertical surfaces, to include doors, skirtings, appliances, notice boards, display cabinets, furniture etc.
6. Thoroughly clean all sinks, hand basins and the surrounding areas and damp wipe all banisters and handrails.
7. Wipe clean all viewing panels in doors or internal glazing.
8. Sanitise all surfaces where used a lot such as door handles, push plates etc.

Toilet Areas/Changing Rooms

9. Items previously listed.
10. Use specified cleaning materials that are for use in toilets only.
11. Wash all hard floors paying particular attention to areas around and behind toilets, basins and urinal fittings.
12. Thoroughly wash and sanitise all toilet fittings to remove soil deposits, to include washing and drying both sides of the toilet seats. Check all sanitary ware for lime scale build up and descale as required.
13. Spot clean to remove marks from cubicle doors and partitions including the removal of graffiti.
14. Wipe clean to remove dust and stains from all toilet fittings, radiators, skirtings etc using a clean cloth with appropriate detergent.
15. Clean mirrors, tile splash-backs and low level flush cisterns.
16. Check and refill toilet rolls, hand towels and soap dispensers.

Medical Rooms / Food Preparation Areas such as Home Economics Room

17. Clean as directed by the Supervisor.

Deep Cleans normally during holiday periods

18. Carry out deep cleans as directed by the Supervisor.

The essence of working within any successful team revolves around enthusiasm and willingness to co-operate wherever necessary within the team. The above points outline the principal duties involved. Carry out other duties as reasonably required or requested.

Additional Information

Hours of Work

35 Weeks per annum - Your normal hours of work are 4 hours per day, Monday to Friday during Term-Time only. You may have to work such additional hours as reasonably required by the School. .

During term time	Junior School & Nursery Senior School	Mon to Fri 4.00pm to 8.00pm Mon to Fri 4.30pm to 8.30pm
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Holiday Entitlement

The holiday year runs from 1 September to 31 August each year. You are entitled to 22 days holiday, including bank holidays, which is pro rated according to the number of hours you work per annum. Holidays must be requested at least two weeks in advance and must be taken during the normal School holidays or at such other times as are convenient for the School.

Probationary Period

6 Months

Salary

£9.83 per hour

To be reviewed annually each September.

Person Specification

	Essential	Desirable	Method of Assessment
Educational achievements, qualifications and training	- Able to communicate clearly verbally and in writing	- Formal training in cleaning.	- Contents of Application Form - Interview - Certificates
Job related knowledge, aptitude and skills	- Ability to prioritise work - Ability to manage time effectively	- Previous experience in a similar role	- Contents of Application Form - Interview - References
Equal Opportunities	- An understanding of and commitment to equality of opportunity		- Contents of Application Form - Interview
Personal Qualities	- Ability to communicate with a wide range of people - Initiative and the ability to work without supervision - Work as part of a team - Be flexible to the changing demands of the post - Take pride in a job well done - Must have high standards of cleanliness - Willing to receive training	- Positive outlook - Good sense of humour	- Contents of Application Form - Interview - References
Physical	- Must be able to meet the physical demands of the role		- Contents of Application Form - Interview