



Challenge/Inspire/Prepare



## Job Description School Cleaner

### Job Purpose

To clean all areas of the school, including the classrooms, offices, corridors, toilets and sinks, school hall and external lodge buildings under the direction of our Site Manager,

### Key Accountabilities

- **To ensure the safety of pupils / adults** – ensure that trip hazards are avoided and that appropriate signage indicates any wet, slippery surfaces. To ensure that cleaning materials are kept securely locked away when not in use.
- **Cleaning** – to ensure that all areas are cleaned to a high standard.

### Tasks

These tasks serve to indicate the range of duties and level of responsibilities involved, it is not exhaustive:

#### Rubbish Removal

- To empty bins in offices and classrooms and remove to rubbish store, observing signage on the bins to ensure correct contents are emptied into them.
- Wash out waste bins
- Carpeted floors to be vacuumed
- Hard floors to be swept and mopped
- Clean drinking water fountains
- Clean sinks and hand basins, including taps
- Wash toilet pans and urinals
- Damp wipe cisterns, fixtures and fittings
- Wipe down / polish furniture
- Damp wipe / dust fittings and fittings, sills, etc.
- Damp wipe doors and door glass
- Damp wipe work surfaces
- Clean mats / walls
- Damp wipe mirrors
- Damp wipe telephones
- Remove chewing gum and graffiti from all surfaces
- Damp wipe walls to 2 metres (tiled)
- Check walls for dirty marks and remove with cleaning sprays
- Deep cleaning – to give extra attention to all areas during the school closure periods
- Any other cleaning duties as specified by the Site Manager

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## **Person Specification**

### **Education and training**

Desirable - Basic general education

### **Experience**

Desirable – Previous cleaning experience

### **Abilities and Skills**

Essential – Energetic and mobile, consistently cleaning to a high standard

### **Personality**

Desirable – Outgoing personality

Essential – Enjoy working as part of a team, supportive of colleagues.

### **Physical**

Essential – Good health, stamina and mobility

### **Computer Skills**

Essential – Ability to undertake online training courses