**Job Description – Cleaner**

**Ensure the maintenance of a clean and orderly working environment in all areas of the premises including classrooms and meeting rooms, offices, coffee shop, school hall, toilets and shower rooms, Jacuzzi, corridors and external areas etc**

**Main Duties**

Clean and sanitise toilets, cloakrooms and showers

Refill toilet roll dispensers and paper towels

Replenish liquid soap dispensers

Empty rubbish bins and collect waste and dispose of in an appropriate manner

Dust, mop and sanitise hard floors

Vacuum rugs and carpets and remove stains

Clean and dust furniture including tables/desks, chairs, telephones and office equipment

Clean and dust all fixtures & fittings, skirting, pipes and window ledges

Clean and remove marks from walls, surfaces and doors

Clean windows

Clean equipment after use

Assist in cleaning kitchen areas and equipment as required

Maintain and arrange orderly and secure storage of cleaning supplies, and refill and replace consumables

Undertake basic record keeping and monitoring as directed

Any other cleaning duties including the grounds of the facility as required

**Other Duties**

Participate in regular staff meetings and training as and when required

Willingness to work overtime if required

Safeguard and promote the welfare of children/vulnerable adults for whom you have responsibility or come into contact with, to include adhering to all specified procedures

Carry out duties with full regard to the Trust’s Child Protection, Equalities and other relevant polices in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner

Comply with health and safety policies and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others

Comply with health and safety, food and food hygiene legislation

Any other duties of a similar nature related to the post, which may be required from time to time

Comply with all Trust policies, including the no smoking policy