**Bloemfontein Primary School**

**Job Description**

Job Title: Cleaner

Grade: Grade 1 SCP 10 – 11

**Key Duties**

1. Be responsible for cleaning designated areas of the school including toilets, classrooms, assembly hall and public areas
2. Ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point in order to ensure the site is clean and tidy and meets with health and safety requirements
3. Cleaning all furniture and fittings including ledges, pipe work and radiators
4. Clean glass in doors, radiators, pipework, skirting boards, ledges including window ledges. Ensure that high standards of cleanliness and hygiene are met and maintained
5. Carrying out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
6. Cleaning all other floor areas appropriately i.e. sweeping, mopping, polishing
7. Wash tables and tops, furniture and fittings in classrooms, office areas, staffroom and library
8. Spot clean walls and doors / door handles in all areas
9. Cleaning all toilets, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the Line Manager
10. Undertake general portage duties, including moving furniture and equipment within the school
11. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
12. Expectation to attend health and safety training