

Wolsingham School
JOB DESCRIPTION



Post Title:	Cleaner - J.E. Reference No.A6681
Job Purpose:	To ensure that the cleaning of designated area is carried out and high standards of cleanliness and hygiene are met and maintained. This area may be changed, dependant on the needs of the school.
Reporting to:	Caretaker / Cleaning Supervisor
Working Time:	3.00pm – 5.30pm
Hours:	12.5 hours per week
Salary / Grade:	Grade 1 S.C.P. 10-11 £16,863 to £17,007 pro rata (Actual salary £5,697.
MAIN (CORE) DUTIES	<p>Daily</p> <ul style="list-style-type: none"> ✓ 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. ✓ Cleaning all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained. ✓ Cleaning all sanitary fixtures and fittings in the 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. ✓ Carrying out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment. ✓ Cleaning all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff / pupils is maintained. ✓ Keeping appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition. ✓ Reporting faulty equipment, machinery etc to the Line Manager. ✓ Checking windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately. ✓ Clean all stair rails appropriately. ✓ To use floor scrubbing machines when required and follow correct operating procedures to ensure personal and others safety and wellbeing. (appropriate induction / training will be provided) ✓ Wash tables and tops, furniture and fittings ✓ Spot clean walls and doors / door handles ✓ Remove chewing gum all surfaces. ✓ Remove graffiti. ✓ Switch off lights <p>Weekly</p> <ul style="list-style-type: none"> ✓ Clean glass in doors, radiators, pipework, skirting boards, ledges including window ledges. Ensure that high standards of cleanliness and hygiene are met and maintained. ✓ Wash mud from chairs, table legs. ✓ Dust blinds to head height

	<p>Friday – clean your equipment e.g. hoovers and clean filter, safety signs and buckets.</p> <p>Monthly</p> <ul style="list-style-type: none"> ✓ High dust areas. ✓ Wash ledges above doors. ✓ Damp wipe bins when needed. ✓ Damp wipe blinds in consultation with caretaker <p>Holidays</p> <ul style="list-style-type: none"> ✓ Assisting in the whole school clean during school closure as per the school cleaning programme. ✓ High dust areas. ✓ Deep clean floors. ✓ Deep clean stairs. ✓ Clean whiteboards. ✓ Wash filing cabinets, window ledges, skirting boards, ledges around the room, radiators, cupboard doors, doors, shelves where you can reach, stools, desks. ✓ Scrub around entrance doors.
Enhancing own knowledge, skills and understanding	<ul style="list-style-type: none"> ✓ To attend training courses relevant to the post, ensuring continuing personal and professional development. ✓ To take part in the school wide appraisal exercise.
Additional Duties:	<ul style="list-style-type: none"> ✓ Role requires working as a team and to be adaptable to work in all areas of the school. ✓ Provide pastoral care and support to sick and injured students. Taking appropriate action to ensure school staff /parents are fully informed of any incident/accidents. ✓ Ability to present oneself as a role model to pupils in speech, behaviour and attitude. ✓ The post-holder has common duties and responsibilities in the areas of: ✓ Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction. ✓ Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. ✓ Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.	
The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.	

Signed:

Date:

Signed: – Line Manager

Date: