

JOB DESCRIPTION FOR ACADEMIC YEAR 2019 - 2020 CLEANER

<p>To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.</p>
<p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Wiping down surfaces to the required standards • Vacuuming carpeted areas to the required standards. • Dusting surfaces to the required standards. • Sweeping hard surfaces to the required standards. • Emptying bins to the required standards. • Cleaning toilets, basins and sinks to the required standards. • Mop and bucket floor areas, and buff floors • Use of step ladders to clean up to a height of 11 feet. • Collect and place rubbish into recycle bins. • Clean internal windows and glass – doors and classrooms. • Move furniture to clean under and around, also removing objects off the floor, worktops, desks etc. to aid in the cleaning process.
<p>MATERIALS/SUPPLIES</p> <ul style="list-style-type: none"> • Notify supervisor where stocks are low. • Ensure correct materials are used, awareness of COSHH as it applies to schools.
<p>HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • Follow agreed risk assessment when moving furniture etc to clean. • Ensuring cleaning materials safely stored, and are not accessible to children. • Ensuring that cleaning materials are kept in safe, and appropriate, containers (i.e. clearly labelled) • Alerting appropriate staff of potential Health and Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.).
<p>RESPONSIBLE TO:</p> <ul style="list-style-type: none"> • Responsible to Building Services Supervisor/Caretaker/Senior Cleaner/Head Teacher who will direct areas of work and schedule.