



## **JOB DESCRIPTION FOR ACADEMIC YEAR 2021-22 CLEANER**

**To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.**

### **RESPONSIBILITIES**

- 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.

### **MATERIALS/SUPPLIES**

- Notify supervisor where stocks are low.
- Ensure correct materials are used, awareness of COSHH as it applies to schools.

### **HEALTH AND SAFETY**

- 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.).

### **RESPONSIBLE TO:**

- Responsible to Building Services Supervisor/Caretaker/Senior Cleaner/Head Teacher who will direct areas of work and schedule.