



## JOB DESCRIPTION FOR ACADEMIC YEAR 2021 – 2022 CLEANER

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