

Swavesey Primary School Cleaner JOB DESCRIPTION

Post: School Cleaner

Grade: 1a (depending on experience)

Supervised by: Caretaker and Cleaner in Charge

Responsible to: Headteacher

Hours of duty: 10, 12.5 or 22.5 hours per week (42 weeks) 5 days Monday – Friday during term time plus 4 weeks during the summer holidays by arrangement with the Cleaner in Charge.

Holidays to be taken outside the normal school term dates (i.e. during school holiday periods).

The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Headteacher, Business Manager or Caretaker, cleaning staff will clean other areas as required.

The Headteacher will delegate the monitoring of the cleaning to the Cleaner in Charge and it is her responsibility to ensure that high standards of cleanliness are reached and maintained. From time to time the Headteacher or Business Manager also will carry out spot checks on any aspect of cleanliness she feels is appropriate.

Main Duties

1. Toilet and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Refill paper towels in each dispenser
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner and bleach as instructed

2. Classrooms, Staff Room, Offices, and Library Areas:

- Vacuum
- Hard flooring – dust control sweep or vacuum, damp mop
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls

- Close windows and turn off the lights
- Clean telephones

3. Corridors:

- Hard flooring – dust control sweep or vacuum, damp mop and machine buff as required.
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Polish door handles (weekly)
- Doors – remove marks from glass, doors and walls

4. Any other appropriate duties as required by the Headteacher. **N.B** this job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive / exhaustive list.