

TORQUAY GIRLS' GRAMMAR SCHOOL



Name:	-
Job Description:	- Cleaner
Scale:	- Grade B
Hours per Week:	- 15 (15:30 start – 18.30 finish)
Weeks per Annum	- 39
Responsible to:	- Cleaners' Supervisor (in the first instance) / Facilities Manager

Core Responsibilities:

- Ensure that the premises and site are maintained to a high standard of cleanliness and presentation;
- Carry out works to a professional standard, with due diligence and regard to Health & Safety standards/best practice including PPE (correct footwear/uniform) & COSHH, and observe mobile phone restrictions (emergency only, no earpieces);
- Display correct warning signage in appropriate position for works being carried at all times
- Attend all instruction/training meetings relevant to position;
- Wear identity badge at all times.

Carry out routine and daily cleaning which will include the following:

- Clean corridors/staircases/classrooms/offices/entrances & lobbies /washrooms and toilets;
- To include; cleaning of all desks/chairs/hard surfaces such as shelving/lockers/window ledges/display cabinets or other items of furniture within the classroom/corridor area;
- Windows that can be reasonably reached without working from height (ie at arm's length or by using short extension pole);
- High level cleaning appropriate to daily equipment (ie vacuum hose extension, other high level tools available on request);
- Skirting boards/doorframes/doors/door furniture (hand plates/handles/sight glass);
- Vacuuming carpet or mop cleaning/polishing of hard surface flooring as appropriate;
- Empty internal waste bins and wipe out bins as required, wipe down walls/area to bin site;
- Staircase steps/risers/nosings and handrails;
- Clean toilets and cisterns, cubicles and all sundry fittings. Clean all sink units including splash backs and walls as appropriate;
- Replenish toilet rolls, hand towels and soap;
- Clean drinking fountains & units;
- Keep all cleaning equipment in clean and serviceable condition fit for purpose. Use in accordance with manufacturer's instructions;
- Before leaving each room or location (raise blinds if necessary) ensure ALL windows are closed and locked;
- On leaving/completion turn off all lights (check any electrical items especially heater or overhead projectors are off. If in doubt inform Cleaners' Supervisor).

General/ Site:

- Pick up litter from site;
- Be available to deal with spillages as required;
- Identify damage or H&S issues and report to Cleaners' Supervisor;
- Assist caretakers in setting up furniture if required;
- In the event of completion of daily routine before finish time report this promptly to the Cleaners' Supervisor;
- On Non Pupil days carry out works as directed by Cleaners' Supervisor. This may include cleaning down of walls or other works not normally carried out in daily routine, but within scope of school cleaning requirements;
- Keep store cupboards and equipment clean/tidy. Store chemicals in a safe manner

General Description:

This list for guide purposes only and is not exhaustive as to cleaning requirements.

All staff are expected to be courteous to colleagues and students, and provide a welcoming environment for parents and other visitors.

Whilst cleaning stations may be allocated these areas are subject to continuous review and may be altered or rotated accordingly, at the Cleaners' Supervisor's/FM's discretion to meet the needs of the establishment. They are issued as a means to ensure the whole school is covered and not intended as personal space.

Cleaners may be required to work alone or in teams.

Cleaners are expected to be reliable and keep good time in accordance with their allocated times of work as per this job description and works contract.

Please note: whilst time allowance is given over to personal hygiene (ie hand washing changing in/out of tabards), staff are expected to adhere to the actual start and finish times within their allocated area. This does not include collecting of personal belongings from lockers etc.

General Duties:

- To attend Cleaning Staff meetings and refer regularly to notices and written instructions.
- To promote the aims of the school and support the promotion of the school in the community.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

Signed: Date: