



Post Title	Cleaner
Grade	London Living Wage £13.15 per hour
Managed by	Cleaning Supervisor
Work Pattern – during Term Time	6am to 8am and/or 4pm to 6pm
Work Pattern – during Holidays	To be agreed
Working Conditions	Physical activity and mainly indoors

Overall Objective of the post

To undertake, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.

Key Tasks of the Post:

1. You will take part in maintaining the cleaning of a designated area(s) of the school.
You will:

- a. Be responsible for cleaning certain parts of the school site as allocated by the Cleaning Supervisor (this will vary from time to time)
- b. Use cleaning materials as instructed by the Premises Manager
- c. Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.
- d. Carry out the following duties:
 - Vacuum cleaning hard and soft floors
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning bins;
 - Cleaning toilets including sanitary fittings and surrounds;
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
 - Stock manage cleaning supplies for own area and maintain a clean and tidy storage cupboard
 - Checking and closing windows, switching off lights after work;
 - Such other duties as may be allocated from time to time
 - All defects/hazards in classrooms including equipment must be immediately reported to the Cleaning Supervisor.

2. You will maintain Health and Safety procedures at all times. You will:
 - a) Ensure security of the building i.e. check windows and doors are closed/locked.
 - b) Report any faults to electrical cleaning equipment, do not use until the fault has been rectified.
 - c) Ensure correct policy and procedures are maintained including Health and Safety COSHH, (Chemicals should never be mixed with other chemicals) Manual Handling etc.,
 - d) Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
 - e) Ensure all PPE issued is worn at all times, including tabbards and rubber gloves.
 - f) Display wet floor signs when cleaning floors

3. To be an effective member of the school team – you will be required to:
 - a) Work as part of a multi-disciplinary team
 - b) Participate in training and other learning activities and performance development as required.
 - c) Adhere to school policy and procedures
 - d) Contribute to the overall ethos, work and aims of the school
 - e) Attend and participate in relevant meetings
 - f) Undertake other duties and responsibilities as required
 - g) Be aware of and support equal opportunities for all

Note: Please be aware that during summer holiday period when the school is closed you will be required to participate in getting the school ready for the start of the academic year by providing enhanced cleaning either as an individual or as part of a team. This could include stripping and sealing floors, high level dusting, wall washing etc., A detailed programme of the jobs involved will be issued to all cleaners, by the Cleaning Supervisor, at the beginning of April each year.

Please note the school is situated inside the congestion zone. There is a back gate for staff to use which is outside the zone and avoids the charge.

Our school is committed to the safeguarding of children so all our appointments are subject to a satisfactory enhanced DBS check. We are committed to Equal Opportunities.