

# TORQUAY GIRLS' GRAMMAR SCHOOL



<b>Name:</b>	-
<b>Job Description:</b>	- Cleaner
<b>Scale:</b>	- Grade A
<b>Weeks per Annum</b>	- 39
<b>Responsible to:</b>	- Premises, Lettings & Site Coordinator/Site Manager

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## 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.

## Routine Cleaning:

- 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 as required;
- Assist caretakers in setting up furniture if required;
- In the event of completion of daily routine before finish time report this promptly;
- On Non-Pupil days carry out works as directed. 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 Duties**

- Whilst cleaning stations may be allocated these areas are subject to continuous review and may be altered or rotated accordingly 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.
- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy.
- To attend Cleaning Staff meetings and to refer regularly to staff notices and written instructions.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: ..... Date: .....