



The Compton School Job Description

Job Title:	School Cleaner
Reports to:	Cleaning Supervisor
Grade :	Spinal Point 2
Safeguarding Children:	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to the Barred list and Enhanced Disclosure checks (DBS)

Purpose of job

Cleaning staff will be assigned specific areas of duty throughout the school. Each member of the cleaning staff is responsible for keeping and storing cleaning tools and materials hygienically, safely and in good working order. Should a member of the cleaning team be absent, duties will be re-assigned for the period of absence.

Main duties and responsibilities

DAILY CLEANING

All areas of the School, including classrooms, lobby areas and corridors, the library, hall, dining room and all offices must be cleaned daily:

Floors (Including areas behind and around floor fixings, hall wall bars and other equipment)

- 1.1 To ensure carpets are clean and free from litter and dust.
- 1.2 To ensure that hard floors are clean, free from litter and dust and free from spillage, soil and scuff marks.
- 1.3 To ensure that dust-control mats, and the floor underneath, are clean and dust free.
- 1.4 To ensure cleaning leaves floors with a clean, safe and slip-retardant surface.

Walls, including partitions, window frames, pipes and radiators

1.5 To ensure walls are dust free and free from all removable marks.

Doors

1.6 To ensure doors, viewing panels, frames and fittings are clean and free from dust and all removable marks and stains.

Furniture

1.7 To ensure all tabletops, cupboard tops and chairs are free from dust and removable marks and stains.

Ledges and Shelves

1.8 To ensure all accessible ledges and shelves are clean and dust and stain free.

Sinks, Taps and Surrounds

1.9 To ensure all accessible surfaces are clean and free from soil.

Waste Bins

1.10 To ensure that all waste bins are empty and clean.

1.11 To ensure that all waste bins are lined with appropriate bin-bags.

Fittings and Fixtures

1.12 To ensure that all fixtures and fittings including fire appliances, picture frames, cabinets, dispensers etc, are clean and free from dust and stain.

Telephones

1.13 To ensure all telephones are clean and sanitised.

2. Toilet Areas

- 2.1 **Cleaning must be thorough, reduce odours and leave all surfaces hygienically clean. All chemical residue should be removed in children's toilet areas.**

Floors

- 2.2 To ensure all floors (carpet and hard areas) are clean, free from litter and dust and free from spillages, soil marks and lime scale. **Particular attention must be paid to areas behind toilet bowls and around cubicle partition anchorages.**

Walls, Including Ceramic Tiles and Cubicle Partitions

- 2.3 To ensure walls, cubicle partitions and tiled areas are dust free and free from all removable marks.

Doors (including fittings and frames)

- 2.4 To ensure doors, fittings and all surrounding glass are free from soil and removable marks.

Mirrors

- 2.5 To ensure all mirrors are clean and smear free.

WC Bowls/Urinals and Pipework

- 2.6 To ensure all WC bowls and urinals are clean, free from soil marks both inside and out.
- 2.7 To ensure WC bowls and urinals are free from limescale.
- 2.8 To ensure toilet seats are clean and dry on both sides.
- 2.9 To ensure cisterns and pipework are clean, free from dust and removable marks.

Washbasins, Sinks and Pipework

- 2.10 To ensure all surfaces of washbasins, sinks, taps, pipework and fittings are clean, free from all soil marks and limescale.

Ledges and Shelves

- 2.11 To ensure all accessible ledges and shelves are clean and dust and stain free.

Waste Bins

- 2.12 To ensure all waste bins are empty and clean.
- 2.13 To ensure waste bins are lined with the appropriate bin bag.

Paper Towel, Soap and Toilet Tissue Dispensers

- 2.14 To ensure that paper towel, soap and toilet tissue dispensers are clean and free from marks.

Sani-bins

2.14 To ensure sides of sani-bins are clean and free from marks.

Extractor Units

2.15 To ensure all air extraction unit grills are clean and free from dust and soil.

Light Fittings

2.16 To ensure all light diffusers, shades and bulkhead fittings are free from surface soil and dust.

CLEANING EQUIPMENT AND MATERIALS

Mops and Buckets

3.1 Mops and buckets should be rinsed out and wiped dry with disinfectant.

Wet Wash Cloths

3.2 Wet wash cloths should be rinsed out in disinfectant and hung to dry over the mop handle.

Dry Cleaning Cloths

3.3 Dry cleaning cloths should be shaken free of all dust and stored tidily.

Brooms, Dustpans and Brushes

3.4 All brooms and dustpans and brushes should be shaken free of dust and stored tidily, bristle side up.

Vacuum Cleaners and Other Electrical Equipment

3.5 Vacuum cleaner bags should be emptied and renewed regularly.

3.6 Hoses should be checked for blockages regularly.

3.7 Flexes should be stored appropriately to avoid damage.

3.8 Any damage to electrical equipment should be reported immediately to the Site Manager.

Cleaners Cupboards

3.9 Cleaners cupboards should be left tidy and securely fastened at all times.

Cleaners Overalls

3.10 Cleaners should wear their overalls at all times.

3.11 Cleaners should ensure their overalls are kept in good condition at all times.

Cleaning Supplies and Materials

3.12 All cleaning supplies and materials must be stored in the cleaner's cupboards. Members of the cleaning team should request additional supplies from the Site Manager.

PERIODIC CLEANING

Throughout each holiday period the normal daily cleaning schedule will apply, with additional work completed by the end of the holiday period.

Christmas, Easter and Summer Holidays

Floors

3.1 To ensure that all usually inaccessible areas are cleaned and free from litter and dust.

3.2 To ensure all hard floor areas are clean and surface dressings restored. (Completely renewed during the summer holiday)

3.3 To ensure that carpets are thoroughly deep-cleaned according to the school schedule.

Walls

3.4 To ensure that walls (to ceiling height) are completely dust and cobweb free.

Toilet Areas

3.5 To ensure that walls, partitions, ceramic surfaces and all fittings are thoroughly washed and clean.

Promotion of school

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
- To ensure that all Cleaning Staff are familiar with the **school vision**.
- To promote, advocate and follow all **school policies**

General

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
- Such duties and responsibilities may be updated from time to time to reflect any changes to School Cleaning procedures. Only significant additional duties or responsibilities as required by the Headteacher/SLT will render the grade of the post liable for re-evaluation.
- Much of the work undertaken within the school/department is of a highly confidential nature. The post holder must at all times maintain confidentiality.
- The post holder must be aware of and understand the school's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must be aware of and understand the school's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies



The Compton School – Person Specification Post: Cleaner

Attributes	Requirements necessary for safe and effective performance of the job	Essential	Desirable
Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • A level of literacy and numeracy sufficient to fulfil the duties of the post. • Some knowledge of Health and Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials 	 √ √	
Experience	<ul style="list-style-type: none"> • Proven experience of working in a team • Experience of undertaking a range of cleaning duties 	 √	 √
Aptitudes and skills	<ul style="list-style-type: none"> • Able to communicate clearly • Ability to carry out general cleaning duties as detailed in the job description and operate appropriate cleaning machinery • Punctual and reliable • Ability to manage time effectively in order to complete tasks to a high level • Ability to prioritise work • Able to work with minimum supervision • Ability to work both alone and within a team to achieve specified standards • A flexible approach to changing demands of the role • Able to communicate effectively • The ability to understand and follow instructions • To be able to use initiative and to problem solve 	 √ √ √ √ √ √ √ √ √ √ √	
Personal attributes	<ul style="list-style-type: none"> • To work flexibly and share workloads • Able to deal with physical demands of the role, including lifting and carrying • Commitment to achieving high standards of cleanliness and hygiene 	 √ √ √	

	<ul style="list-style-type: none"> • Willing to work additional hours if required • Ability to demonstrate commitment to Equal Opportunities 	<p>✓</p> <p>✓</p>	
Safeguarding children	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • This post allows substantial access to children; candidates are required to comply with School procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, an enhanced DBS check will be required. 	<p>✓</p> <p>✓</p>	
Specific Information related to the post	<ul style="list-style-type: none"> • Hours of work: 10 Hours per week / 39 weeks per annum plus 30 hours in the summer holidays 5:00 – 7:00 am / 6:00 – 8:00 am daily <p>Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview</p>		