



GUILDFORD HIGH SCHOOL

Cleaner - Job Description

The cleaning team at Guildford High School is in-house and very much part of our community. Working within the Facilities department our cleaners maintain high standards of cleanliness throughout the school and need to be able to work through scheduled routines and be flexible in responding to unplanned requirements.

Key Responsibilities:

- Vacuum carpeted areas
- Dust / wipe skirting boards and windowsills
- Wipe desks / polish desks
- Toilets and sinks to be thoroughly cleaned, hand towel dispensers, soap dispensers filled (if possible) and toilet rolls stocked up in each toilet
- Mop hard floors
- Empty bins and wash out, replace bin liner
- Doors need wiping down, vision panels cleaned, door handles wiped
- Cleaning cupboards to be kept tidy
- Wipe/wash walls to head height
- Take rubbish out of building to outdoor bins
- Regularly empty vacuum cleaner
- Report to Supervisor any defects or cleaning issues
- Any other cleaning or caretaking duties as required.

Some of the duties may only be possible on a rota basis, as directed by the Lead Cleaning Supervisor.

The post holder may perform other such duties reasonably required by the Head, Head of Facilities or Lead Cleaning Supervisor.

Hours of Work: 6.00am-9am, 37 weeks per year (term time only plus 2 weeks)
Contract: Permanent
Reports to: Lead Cleaning Supervisor / Head of Facilities



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Cleaner – Person Specification

Applicants will already need to have the legal right to work and reside in the UK and be able to attend an interview at Guildford High School.

Specification	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• Cleaning qualification
Experience	<ul style="list-style-type: none">• Cleaning experience	<ul style="list-style-type: none">• Experience of working in a school environment
Skills	<ul style="list-style-type: none">• Communication skills, including good verbal English• Organisational skills• Ability to work as part of a team• Ability to work using own initiative, without supervision• Attention to detail	
Personal Qualities	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• Must be dependable, reliable, and punctual• Good, professional appearance• A proactive, flexible and helpful approach• Takes pride in own work and maintains a high standard of cleaning	