

Job description- Cleaner

Hours

5:30am to 7:30am **or** 4:30pm to 6:30pm.

Line of responsibility

The Cleaner is directly responsible to the Caretaker

Strategic purpose

- To undertake allocated cleaning duties to the satisfaction of the Caretaker
- Follow health and safety requirements as agreed.
- Comply with relevant regulations, rules and conditions including Health & Safety and Child Protection

Operational responsibilities

- To be responsible for cleaning certain parts of the school site as allocated by the caretaker (this will vary from time to time), usually working with another member of the cleaning team.
- To use cleaning equipment and chemicals as instructed by the caretaker
- To operate cleaning machinery in cleaning soft and hard surfaces, eg. vacuum cleaners, scrubbers and shampooers.
- To work to within the guidelines of the school's Health and Safety Policy
- Duties to include the following:
 - Vacuum cleaning hard and carpeted floors
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
 - Emptying and cleaning waste and recycling bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Wiping and polishing and straightening furniture
 - Replenishing supplies in toilets and classrooms, etc
 - Checking and closing windows, switching off lights after work
 - Other duties as may be allocated from time to time
- During holiday periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, moving furniture to deep clean classrooms, etc

Personal skills required

- A reasonable level of fitness
- A good communicator
- Punctual, reliable and trustworthy
- Able to manage time effectively
- Ability to work both alone and as part of a team
- Reading skills for following instructions
- Maths skills for measuring cleaning fluids ratios etc

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- They shall be subject to all relevant statutory and institutional requirements.
- To uphold the school's policy in respect of child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.