



Reed's School Job Description

CLEANER

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Context of the Role:	<p>The cleaning team are responsible for the provision of an efficient cleaning service to the School. This includes the cleaning of classrooms, boarding areas, bedrooms, toilets, bathrooms and common areas. There is also a requirement to clean within our Sports complex and areas around the Swimming Pool.</p> <p>This role will report into the Cleaning Supervisor.</p>
Main Duties and Responsibilities:	<p>Each cleaner will be given a designated area to clean and will incorporate some of the following;</p> <p>On a daily basis;</p> <ul style="list-style-type: none">• clean desks/tables/benches and work surfaces• check and reposition chairs and tables where required empty bins• vacuum/sweep/mop as appropriate• clean marks off of walls/doors and wipe door handles and surrounding area• clean internal glass in doors/mirrors and clean internal and external glass on external doors• report any damage or necessary repairs to the Cleaning Supervisor• clean all bathrooms, toilets and wet areas (including the sports complex and swimming pool)• clean all kitchen areas• clean changing rooms within the sports complex and swimming pool. <p>On a Weekly basis;</p> <ul style="list-style-type: none">• dust skirting boards and window ledges• mop hard floors• check and clean behind doors• clean brass• descale taps, hand basins, baths and shower units• clean microwaves in the kitchen areas

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During School Holidays;

- full check behind and underneath bedroom furniture in the boarding houses
- clean clothes washing bins
- clean all cookers within kitchen areas
- defrost and clean the inside and surrounding areas of refrigerators within kitchen areas
- clean all cupboards within kitchen areas

Remove spillages promptly and safely as required.

Ensure the security procedures for the areas to be cleaned are followed and the area is secured upon leaving as directed by the Cleaning Supervisor.

Attend regular Health and Safety training and follow Safe Systems of Work when using cleaning equipment.

Wear Personal Protective Equipment as directed and follow COSHH guidance when using cleaning chemicals and substances.

Undertake such other comparable duties as the Cleaning Supervisor or Director of Estates requires from time to time.

Promote and safeguard the welfare of children and young persons with whom you come into contact.

Reed's School Person Specification CLEANER

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	Essential	Desirable
Skills:	<ul style="list-style-type: none"> • Able to communicate clearly and follow instructions. 	
Knowledge and Experience:	<ul style="list-style-type: none"> • Experience of working co-operatively as part of a team. 	<ul style="list-style-type: none"> • Previous experience of working within a similar role.
Personal Competencies and Qualities	<ul style="list-style-type: none"> • High level of personal integrity • Committed to the safeguarding and welfare of all pupils. 	