

JOB DESCRIPTION

Job Title: Cleaner

Responsible to: Hub Operations Manager

# Job Purpose

**Ethos and Values**

* To act as an ambassador in promoting and celebrating the work and achievements of the Griffin Schools Trust
* To ensure the vision for the Trust is clearly articulated, shared, understood and acted upon effectively by all
* To set high expectations for students and staff, a commitment to professional learning and continuous improvement
* To model principles of Proud Traditions, Wide Horizons and High Achievement in everyday work and practice.

**Major Tasks**, **Duties and Responsibilities**

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|  **Principal Responsibilities*** To carry out the cleaning routines as allocated by the Senior Cleaner to a high standard, quickly and efficiently.
* To maintain appropriate security measures while cleaning is taking place
* To ensure that health and safety requirements are carefully maintained.
* To be responsive to cleaning needs as they arise and as requested by colleagues (i.e. spills etc)
* To complete cleaning monitoring sheet on a daily basis

Duties will vary according to the area allocated but will include tasks from the schedule given below:* Emptying all bins
* Sweeping, mopping and polishing floors
* Vacuuming all carpeted areas
* Buffing polished floors
* Wiping down all windowsills, skirting boards and any other ledges
* High level dusting
* Cleaning sinks, wash hand basins and toilet pans
* Filling toilet roll dispensers as needed
* Remove any graffiti from walls, panels and doors
* Checking for paper on ceiling and walls and removing
* Wiping down cubical doors, side panels and pipes
* Checking soap dispensers and refilling as required
* Wiping down all tables, chairs and work surfaces, removing any graffiti
* Wiping down all radiators and removing any litter from behind them
* Cleaning all internal glass
* Tidying cleaning cupboard
* Once trained, to use all cleaning equipment including:
	+ Rotary floor machines (buffers)
	+ Scrubbing machine
	+ Vacuum cleaners
	+ Steam mops
	+ Correct use and storage of chemical cleaning materials (COSHH)
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| **General Accountabilities**So far as is reasonably practicable, the post hold must:* Ensure that safe working practices are adopted by employees in order to maintain a safe working environment for employees and service users. These are defined in the Health & Safety Policy, departmental polices and codes of practice.
* Work in compliance with the Codes of Conduct, regulations and policies of the Campus and its commitments to equal opportunities.
* Ensure that output and quality of work is of a high standard and complies with current legislation/standards
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