

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) |
| **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 |