

**SUMMARY OF MAIN DUTIES / RESPONSIBILTIES**

**Job Title:** **School Cleaner**

**Job Purpose:**

* To work with the site manager to keep the school clean, tidy and ready for the start of the school day each morning.
* To work with the site manager to maintain a clean, organised and safe school environment.
* To carry out in the holidays the necessary in-depth cleaning to maintain the

school environment.

**This job description is not a complete list of tasks, but rather provides an outline of the main responsibilities of the post.**

**Main duties**

# Daily basis

Be responsible for the cleaning of:

* Classes and their shared area
* Toilets
* Entrance areas
* Windows/glass
* Corridors
* Offices

This will involve:

* Wiping the tables, work surfaces and chairs
* empty the bins and cleaning any soilage left in the bins
* cleaning the glass in all areas
* cleaning the toilet areas/handles – remove all soilage, residues, germs, lime scale etc. from sanitary ware, surrounding surfaces and fittings. Leave disinfected/deodorised and smear free.
* filling the tissues and towels in the toilets and classrooms when required
* vacuuming all the rooms
* mopping all hard floors
* emptying the green re-cycling boxes
* cleaning sinks/draining board, remove all soilage. Leave disinfected and smear free.

# Monthly

* wipe down walls
* dust skirting boards
* remove cobwebs and dust high levels

**Deep Clean**

* remove cobwebs and dust high levels
* clean all high areas e.g. cupboards, sills etc.
* wipe down walls
* clean tables and chairs
* wash/scrub hard floors
* clean all glass
* wash/scrub all carpets
* clean light fittings

The times worked in the holidays to be agreed with the Business Manager/ Site Manager

# Safeguarding is everyone’s responsibility - this includes you. You must be aware of the school’s policy and procedures in relation to safeguarding and the importance of your duty to raise any concerns you may have with the Designated Lead (or Deputy Designated Lead) for Safeguarding.