

WOODLANDS MEED SCHOOL AND COLLEGE

Specialist provision for pupils aged 2 – 19 years
JOB DESCRIPTION

NAME:

JOB TITLE: School Cleaner

ACCOUNTABLE TO: Premises Assistant

SALARY GRADE: Grade 2 NJC

Hours: 4:00pm to 7:00pm Monday to Friday, 52wks per year

Annual Leave: 25 days, plus bank holidays

General Details

To assist the Premises Assistant in the maintenance of satisfactory and acceptable standards of cleaning and hygiene throughout the school by performing cleaning duties in accordance with the work schedules provided by the Premises Manager.

Duties

Set out below are the items to be cleaned and some of the tasks school cleaning staff may be required to perform.

<u>Item</u>	<u>Tasks</u>
Floor	Buff Damp mop Dust control sweep Remove dust and debris Routine maintenance eg. scrubbing floors Spot cleaning/remove spillages, stains, debris etc Spray clean Suction clean
Walls/partitions/paintwork/ doors (including tops and frames)	Damp dust Spot clean
Internal glass and glass panels (including windows – inside only)	Damp dust Full clean Polish Spot clean
Fixtures, fittings and Furniture	

a) Sanitary ware	De-scale Full clean including surrounds Polish Replenish toiletries
b) Others	Damp dust/damp wipe Full clean
Light shades/covers	Full clean
Window blinds	Full clean
Cleaning equipment	Clean after use
Refuse - Containers/holders	Collect, secure, dispose Full clean Replace sacks/liners as required Spot clean
Security	Close all windows and doors and lock if required Switch off lights when leaving rooms
Exterior	Remove all litter

Additional requirements

- To carry out all cleaning duties in accordance with the instructions given by the Premises Manager.
- To use such cleaning equipment, tools and materials as instructed by the Premises Manager.
- To move lightweight furniture and/or equipment as necessary in order to carry out cleaning duties.
- To observe all instructions and safety precautions set out on cleaning chemical containers.
- To be familiar with and observe the Code of Safe Working Practice for the Caretaking and Premises Support Service.
- To observe all relevant Health and Safety rules and regulations.
- To attend various on the job training sessions including Health and Safety and fire lectures.
- To observe all rules and regulations as laid down by the Headteacher including no smoking rules.
- To keep cleaning equipment, storerooms/cupboards in a clean, tidy and safe condition.
- To report to the Premises Manager, as soon as possible, all breakages, faults and/or hazards.
- To undertake such other cleaning duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

Arrangements for appraisal of performance: Performance Development Review will take place annually with the line manager

Job Description agreed:

Staff signatureDate

Headteacher signature.....Date