**REDCAR AND CLEVELAND BOROUGH COUNCIL**

Job Code A1764

# **CLEANER – SCP1**

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| **To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.** |
| RESPONSIBILITIES |
| * Wiping down surfaces to the required standards
* Vacuuming carpeted areas to the required standards.
* Dusting surfaces to the required standards.
* Sweeping hard surfaces to the required standards.
* Emptying bins to the required standards.
* Cleaning toilets, basins and sinks to the required standards.
* Mop and bucket floor areas, and buff floors
* Use of step ladders to clean up to a height of 11 feet.
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| MATERIALS/SUPPLIES |
| * Notify supervisor where stocks are low.
* Ensure correct materials are used, awareness of COSHH as it applies to schools.
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| HEALTH AND SAFETY |
| * Follow agreed risk assessment when moving furniture etc to clean.
* Ensuring cleaning materials safely stored, and are not accessible to children.
* Ensuring that cleaning materials are kept in safe, and appropriate, containers (i.e. clearly labelled)
* Alerting appropriate staff of potential Health and Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.).
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| RESPONSBILE TO: |
| * Responsible to Building Services Supervisor/Caretaker/Senior Cleaner/Head Teacher who will direct areas of work and schedule.
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Employee signature: ……………………………………………… Date:………………………………….