

## JOB DESCRIPTION FOR ACADEMIC YEAR 2019 - 2020 CLEANER

<p><b>To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.</b></p>
<p><b>RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Wiping down surfaces to the required standards</li> <li>• Vacuuming carpeted areas to the required standards.</li> <li>• Dusting surfaces to the required standards.</li> <li>• Sweeping hard surfaces to the required standards.</li> <li>• Emptying bins to the required standards.</li> <li>• Cleaning toilets, basins and sinks to the required standards.</li> <li>• Mop and bucket floor areas, and buff floors</li> <li>• Use of step ladders to clean up to a height of 11 feet.</li> <li>• Collect and place rubbish into recycle bins.</li> <li>• Clean internal windows and glass – doors and classrooms.</li> <li>• Move furniture to clean under and around, also removing objects off the floor, worktops, desks etc. to aid in the cleaning process.</li> </ul>
<p><b>MATERIALS/SUPPLIES</b></p> <ul style="list-style-type: none"> <li>• Notify supervisor where stocks are low.</li> <li>• Ensure correct materials are used, awareness of COSHH as it applies to schools.</li> </ul>
<p><b>HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>• Follow agreed risk assessment when moving furniture etc to clean.</li> <li>• Ensuring cleaning materials safely stored, and are not accessible to children.</li> <li>• Ensuring that cleaning materials are kept in safe, and appropriate, containers (i.e. clearly labelled)</li> <li>• Alerting appropriate staff of potential Health and Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.).</li> </ul>
<p><b>RESPONSIBLE TO:</b></p> <ul style="list-style-type: none"> <li>• Responsible to Building Services Supervisor/Caretaker/Senior Cleaner/Head Teacher who will direct areas of work and schedule.</li> </ul>