



Thomas A Becket Junior School

Job Description

Job Title: School Cleaner

Salary: Grade 2.3

Post Holder:

Line Manager: Premises Manager

Grievance Officer: Headteacher

Responsibilities:

SECTION I:

Function or purpose

To assist the Premises Manager in the delivery and 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

- I. Set out below are some of the items to be cleaned and some of the tasks school cleaning staff may be required to perform. The definitions of terminology are to be found in the Education Building Cleaning – Standard cleaning specification.

Item	Tasks
Floors	Damp mop Dust control sweep Remove dust and debris Routine maintenance, eg. scrubbing floors Spot clean/remove spillages, stains, debris, etc Spray clean Suction clean
Walls/Partitions/Paintwork/Doors (including tops and frames)	Damp dust Full maintenance Routine maintenance 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/defusers

Full clean

Window Blinds

Full clean

Cleaning Equipment

Clean after use

Refuse

Collect, secure, dispose

Containers/holders

Full clean

Replace sacks/liners as required

Spot clean

Security

Close all windows and doors and lock if required
Switch off lights when the last person to leave
rooms/areas

Exterior

Remove all litter

Sweep, spot clean/remove spillages, debris, etc

Refuse

Collect, secure, dispose

Containers/holders

Full clean

Replace sacks/liners as required

Spot clean

2. To carry out all duties in accordance with the instructions laid down by the Premises Manager.
3. To use such equipment, tools and materials as instructed by the Premises Manager.
4. To move furniture and/or equipment as necessary in order to carry out cleaning duties.
5. To observe all instructions and safety precautions including those set out on cleaning chemical containers.
6. To be familiar with and observe the Code of Safe Working Practice for the Caretaking and Premises Support Service or similar.
7. To observe all relevant Health and Safety rules and regulations.
8. To attend, take part and display a satisfactory level of understanding and competence in the job training sessions including Health and Safety and fire lectures as required.
9. To observe all rules and regulations as laid down by the Headteacher.
10. To keep cleaning equipment, store rooms/cupboards in a clean, tidy and safe condition.
11. To report to the Premises Manager, as soon as possible, all breakages, faults and/or hazards.
12. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

SECTION II – Organisational relationships

1. The school cleaner is accountable to the Headteacher.
2. The school cleaner is subject to the managerial and supervisory authority of the Premises Manager or other officer appointed by the Headteacher.

SECTION III

Hours of Duty:	The hours of duty will be as those stated at the time of appointment to the post or as agreed between the postholder and the Premises Manager as necessary
Annual Leave:	As set out in the contract of employment. Annual leave may only be taken after prior consent and agreement has been given by the Premises Manager and providing minimum standards of cleaning and hygiene throughout the premises can be maintained.
Confidentiality:	The school cleaner is required to respect the confidentiality of <u>all</u> matters relating to the school, students and staff
Probationary Period:	The post is subject to the satisfactory completion of a 6 months probationary period
Disclosure & Barring Service check:	The post is subject to a satisfactory Disclosure and Barring Service check