

HEADLANDS PRIMARY SCHOOL

Job Description: Cleaner

Hours/week: 14.5 Hours per week 3:20pm-6:20pm Monday to Thursday, 3:20pm-5:50pm Friday plus one week during the summer holiday period as agreed with the site supervisor

Headlands Primary School is fully committed to its duties relating to Child protection issues and all appointments are made subject to full DBS clearance

The Site Supervising staff and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Site Supervisor, cleaning staff may be required to clean other areas.

The Cleaner will undertake, individually or as part of a team, the cleaning of designated areas within the school.

Duties

1. Toilet & cloakroom area

- Clean lavatory basins with appropriate cleaner provided
- Clean inside and outside surround of sinks
- Clean taps
- Refill toilet dispensers in all cubicles if required
- Refill paper towels in each dispenser if required
- Refill soap dispensers if required
- Wipe tiles
- Polish mirrors
- Wipe paintwork and toilet doors
- Empty rubbish bins and replace with new bin liners
- Clean and mop floor with appropriate cleaner

2. Classrooms/Group rooms/music rooms/staff room/offices/meeting rooms and library areas

- Vacuum carpet(spot clean if necessary)
- Hard flooring – dust control sweep or vacuum and mop
- Furniture/desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures and fittings – dust and damp wipe (inc. Skirting, pipes, window ledges)
- Bins – Empty daily and damp wipe monthly
- Clean inside and outside surround of sinks
- Doors-remove marks from glass, doors and walls
- Clean telephones

3. Corridors

- Vacuum carpet(spot clean if necessary)
- Furniture/desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures and fittings – dust and damp wipe (inc. Skirting, pipes, window ledges)
- Doors-remove marks from glass, doors and walls
- Ledges – Dust and damp wipe

4. Stairs

- Vacuum carpet(spot clean if necessary)

- Hard flooring – dust control sweep or vacuum and damp mop
- Furniture/desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures and fittings – dust and damp wipe (inc. Skirting, pipes, window ledges)
- Doors-remove marks from glass, doors and walls

5. Art Room/Medical room

- Clean and disinfect sinks inside and outside with appropriate cleaner
- Wipe and disinfect all surfaces, units and tiles
- Polish mirrors
- Wipe window sill
- Clean lavatory basin with appropriate cleaner provided
- Clean and mop floor
- Clean telephones

6. Any other appropriate duties as required by Site Supervisor

PERSON SPECIFICATION

Skills/Abilities and knowledge

- Ability to carry out general cleaning duties as detailed in the job description
- Is punctual and reliable
- Ability to manage time effectively to complete tasks to a high level
- Ability to prioritise work
- Able to work with minimum supervision
- Ability to work both alone and within a team to achieve specific standards
- Be flexible to changing demands of the post
- Take pride in a job well done
- Ability to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery
- Ability to respect and value the different experiences, ideas and backgrounds that others can bring to work and teams
- Ability to demonstrate an understanding of why customer care is important in employment and service delivery
- Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- To undertake any training relevant to your role
- Must be in good health

Qualifications / experience

- Able to communicate clearly, understand and follow instructions
- Experience of undertaking general cleaning duties