# JOB DESCRIPTION

## CLEANER

**RESPONSIBLE FOR:**

Helping provide a cleaning service that complies with the standards as laid down by the Governing Body.

**Responsible to:** The Headteacher of the College
**Line Manager:** Cleaning Team Leader

## GENERAL CLEANING DUTIES

Cleaning all surfaces, fixtures and fittings, by appropriate method, within the designated area of work (apart from any technical equipment cleaned by other departments).

- Cleaning all mat wells and covered entrances.
- Washing of walls, internal glass and partitions and internal woodwork up to reaching height, using appropriate equipment where necessary.
- Washing and cleaning of light shades/diffusers after removal and prior to replacement by the Caretaker.
- Cleaning of kitchen areas apart from any cleaned by other departments.
- Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary.
- Cleaning of sanitary areas, toilets, showers, changing rooms, sluices, and sick units by the appropriate method.
- Collecting & bagging of waste. Putting ready for disposal.
- Washing and disinfecting of waste bins.
- Replenishing supplies of soap, paper-towels, toilet rolls and waste disposal bags.
- Ensuring that all cleaning equipment used is cleaned before returning to the stores.
- Reporting of faulty cleaning equipment and any conditions that may require the attention of maintenance staff to your immediate superior.
- Ensuring that windows are closed and lights turned off before leaving an area.

- Covering for other cleaners if necessary in the event of staff shortage.

- Ensuring that health and safety guidelines are followed at all times whilst on the premises.

**CUSTOMER CARE**

- To effectively liaise with all building users so that everybody is treated with concern, consideration and care.

- To take every opportunity to promote a favourable image to all building users.

**Other Duties**

- To undertake any additional duties as required by the Headteacher that are commensurate with the role.

The school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment.

The post requires an enhanced disclosure from the Disclosure and Barring Service (DBS).